

Good Research Practice Manual

1. [Introduction and Aims of the Manual/Guide](#)
2. [Definition of Research and Researchers](#)
3. [Principles of Good Conduct in Research](#)
 - a. [Observation and awareness of research conduct](#)
 - b. [Research Leadership, Supervision, and Development](#)
 - c. [Research Funding & Award Support](#)
 - d. [Risk Management](#)
 - e. [Research Data Management](#)
 - f. [Intellectual Property](#)
 - g. [Collection & Storage of Samples](#)
 - h. [Open Research Practice](#)
 - i. [Publication & Authorship](#)
 - j. [Conflict of Interest](#)
4. [Research Integrity](#)
5. [Research Culture and Environment](#)
6. [Research Ethics](#)
7. [Research Misconduct](#)
 - a. [Definition of Misconduct in Research](#)
 - b. [Reporting and acting upon allegations of Research Misconduct](#)
8. [SRUC Policies and Risk Assessments](#)
9. [Glossary of Terms](#)

1. Introduction and Aims of the Manual/Guide

SRUC expects all staff and students engaged in research activities to observe the highest standards of good research conduct. World leading research quality and scholarship of the

Researcher Development

Examples of potential research risks that need to be considered include:

Health and Safety risks: risks of harm to health, physical injury or psychological harm to participants or researchers.

Social risks: disclosures that could affect a participant's standing in the community, their family, and/or their job.

Legal risks: activities that could result in the participant, researchers and/or SRUC committing an offence, lead to the disclosure of criminal activity, or result in civil claims for compensation.

Economic harm: potential financial harm to researchers, research participants or SRUC.

Reputational risk: damage to the public and professional reputation of researchers or SRUC.

Safeguarding risks: risks to young people and vulnerable adults, as well as researchers working on the project from improper behaviour, abuse, or exploitation.

e. Research Data Management

Research funders often have their own policies on research data management and sharing. Project Data Management and Sharing Plans (DMPs) typically state what data will be created and how, and outline the plans for sharing and preservation, noting what is appropriate given the nature of the data and any restrictions that may need to be applied. DMPs are useful for:

maximising the research potential of existing research outputs by reusing and repurposing them.

planning and developing a strategy for issues such as data storage and long-term preservation, handling of sensitive data, data retention and sharings are useful for:

estimating the costs of your research project, which can then be included into a project's budget.

DMPs should be active documents that are revised throughout the life of a project.

Project Document storage

Data and project-related documentation for the day-to-day management of research projects is stored on

activities relies on the data generated from funded research projects being appropriately organised, preserved, and documented ahead of dissemination.

Researchers at SRUC take responsibility for planning and enacting the management of appropriate IP from the start of each research project. Access to data generated by public/private funding arrangements is subject to individual collaboration agreement for each project. Such agreements are not constructed with a view to limiting access to research data, but rather to ensure that data is not released whilst being protected for IP. Where SRUC protects IP generated by public funding, SRUC undertakes to facilitate access to the protected research data for other non-commercial publicly funded research and education purposes.

h. Open Research Practice

Open research embodies good research practices by opening up participation in, and access to, the research lifecycle. Open research, also widely referred to as open science, relates to how research is performed and how knowledge is shared based on the principle that research should be **as open as possible, as closed as necessary**. The benefits of open research include:

Transparency in research processes and data underpinning research outputs ensure that studies can be reproduced by other researchers in the field, and it helps facilitate interpretation and dissemination of results.

Accessibility: Open access allows research to reach various audiences and removes cost barriers in accessing research of interest.

Efficiency and value for money, as research processes and outputs can be shared and reused.

Compliance: funders worldwide are requesting that their funded research is open and accessible so it can have the greatest possible impact.

SRUC is committed to Open research practice and expects researchers to make their work as accessible as possible to other researchers and the general public by following Open research approach:

Publishing research results Open access

Making the underlying research data FAIR-compliant, which is necessary for researchers to validate, replicate and reproduce one another's results

Sharing methods, materials, and code to help increase the credibility of the research process and boost the efficiency of scientific discovery and verifiability.

Using standard identifiers/processes which help discoverability and re-use of open outputs. We recommend using ORCID to identify the authors and acknowledge funders by adding funding ID on research outputs, and DOIs to identify and locate outputs.

Open research applies across all disciplines, but it is acknowledged that certain research data cannot be made publicly available. SRUC recognises that researchers are entitled to a

limited period of privileged access to the data they generate to permit effective publication, and that researchers must comply with the Terms and Conditions of their funder and/or partner organisation, as well as the SRUC Intellectual Property and Data Protection Policies. Researchers are recommended to make relevant data and materials available to others (consistent with consents and ethical approvals covering the data and materials, and intellectual property rights) and, where appropriate, deposit data/materials in an open repository/archive.

Researchers at SRUC should also contribute to good open research practice by keeping their Pure profile as up to date as possible by:

Depositing all relevant research outputs and activities in Pure.

Linking research outputs and activities to projects in Pure.

i. Publication and Authorship

Publication

In order for research to benefit wider society it is important to ensure that the results of research are published so that the outcomes and results are known and accessible to all. The PI/research lead with overall responsibility for the research programme should authorise the publication of results. Authorisation should cover both the content of the publication (including integrity of results, adequacy of internal peer review, appropriate protection of IP rights, appropriate authorship) and the intended place of publication. The SRUC Publication Policy outlines the internal review procedure for outputs intended for publication.

Issues to consider when publishing research include:

Team, in full consultation with the researcher, will agree on the appropriate course of action to be taken.

4. Research Integrity

Integrity is an essential part of good research and includes a multitude of things, such as adhering to institutional policies and protocols, using honest and verifiable methods in all stages of research and reporting findings clearly and transparently. SRUC is committed to maintaining the highest standards of research integrity in all our research and follows the [UKRIO C](#)

The strict adherence to the best contemporary legal, administrative, and ethical practices in research that involves human or animal subjects.

In alignment with all the Research Integrity values outlined above, SRUC recommends that all researchers participate in the Research Integrity Training course available to all SRUC staff and students.

5. Research Culture and Environment

SRUC is committed to promoting a positive research environment where all researchers can thrive and produce their best quality research. To best support this SRUC recognises that a positive research environment should be diverse, inclusive, supportive, and collaborative, and that a positive research culture is central to achieving this. Research culture describes the environment within which research takes place and encompasses the behaviours and expectations surrounding research practices, as well as values and attitudes towards these, within a research institute. Overall, it dictates what is considered “the norm” for best research practice and the mechanisms by which successful research is acknowledged and rewarded, and can be broadly promoted under the following themes, as suggested by the [Russell Group Research Culture and Environment Toolkit](#):

Research Careers

- Stability
- Progression
- Recognition and reward

Experience of working in research

- Wellbeing, management, and support
- Visibility, sense of community, and engagement

Inclusive and respectful environments

- Equality, diversity, and inclusion (EDI)
- Preventing and addressing bullying and harassment.

SRUC is dedicated to actively contributing towards a positive research culture and provide the following initiatives in support of this:

Promoting openness and integrity in our research and innovation

The requirements for biological surveys overseas and subsequent research using organisms or samples back in the UK; this includes the need to consider the

Breaching legal, ethical

Research: “A process of systematic enquiry leading to new insights which contribute to a body of knowledge, effectively shared.” This definition adopts that given for the Research Excellence Framework, published in the Guidance on Submissions document in 2019.

Researchers: Following the UK Research Integrity Office Code of Practice for Research (2009), “researchers” are defined as “any people who conduct research, including, but not limited to: an employee; as an independent contractor or consultant; as a research student; as a visiting or emeritus member of staff; or as a member of staff on a joint clinical or honorary contract”.

Research Integrity: Research integrity refers to the active adherence, by researchers and research organisations, of the ethical principles and professional and legislative standards essential for the responsible practice of research.

Research Ethics: Research ethics refers to the moral principles underpinning research at all stages, from developing a project grant application, data collection, to writing up and disseminating findings.

Rigour: Rigour in research refers to research which has been conducted according to recognised methods and protocols, which is valid, credible, and reliable and which would stand up to robust scrutiny.