

GOOD RESEARCH PRACTICE POLICY

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Please note that this document:

(i) will be updated to take account of revised/new supporting policies and procedures and/or their website location. The most up to date version of this Policy will be available on the LSHTM website;

(ii) refers to other School policies and procedures. These are listed, with appropriate links in Section 21. These may be internal locations, which are only accessible to staff and students.

1. Background

1.1 The London School of Hygiene and Tropical Medicine (LSHTM, hereafter 'the School') has a broad research governance framework which comprises a range of principles, policies, procedures and guidelines that regulate research at the School. The Good Research Practice Policy provides the over-arching element that combines all elements of this framework. The Policy is supported by more detailed policies, procedures and guidelines including: investigating allegations of research misconduct, ethical review, health and safety, grant management, management and confidentiality of data and records, intellectual property, and working with the private sector.

1.2 Research conducted under the School's auspices must be undertaken to the highest standards in accordance with good research practice. All research must be conducted in compliance with this Good Research Practice Policy.

1.3 This Policy has been developed in accordance with national guidance including: the Concordat to Support Research Integrity from Universities UK, Research Councils UK and the UK Research Integrity Office.

2. Application

2.1 This Policy applies to anyone conducting research involving School including staff, students and honorary staff. It is expected that collaborative research partners should be made aware of this policy. This group to whom the Policy applies are to be named collectively in this document as 'Researchers'.

2.2 Research is defined as "a process of investigation leading to new insights, effectively shared. It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction" (REF 2012).

2.3 The School expects the principles, policies and procedures set out in this Policy to be understood, observed and followed by all Researchers.

3. LSHTM Research Environment: Principles

3.1 'Excellence' in research is a key School value and is supported by seven principles which underpin the research environment at the School, and should be understood and observed by all Researchers:

- **Honesty** – in relation to own research and that of others, including ensuring the accuracy of data and results, conveying valid interpretations, acknowledging the contributions of others, and neither engaging in misconduct nor concealing it
- **Rigour** – conducting the research in line with prevailing norms and standards, using appropriate methods for the study question, adhering to an agreed protocol where appropriate, in drawing correct conclusions and interpretations and communicating the results of the study

- **Integrity** – complying with all relevant legal and ethical requirements, declaring any potential or actual conflicts of interest relating to research and where necessary taking steps to resolve them
- **Co-operation** – promoting the open exchange of ideas, research methods, data and results and their discussion, scrutiny and debate, subject to any considerations of confidentiality
- **Safety, care and respect**– ensuring the rights, safety and wellbeing of all involved in research (i.e. research participants (whether human or animal), researchers, and others), and ensuring that the potential or benefits of the study outweigh risks. As well, ensuring that the environment and cultural objects are respected
- **Accountability** – recognising that ultimate accountability is to the general public and research should be conducted and reported always with this in mind. Ensuring research undertaken complies with any agreements, terms and conditions relating to the project, and ensuring proper governance and transparency. Following the requirements and guidance of any professional bodies of which those involved in the research are members
- **Training and skills** – ensuring that those engaged in the research have the necessary skills, training and resources to carry out the research, and report and resolve any unmet needs identified.

3.2 The School is committed to providing a research environment that develops good research practice and nurtures a culture of research integrity.

3.3 The School is responsible for ensuring arrangements are in place which embed these principles within the broad research governance framework (see 1.1, above) and also supports Researchers in adhering to them.

3.4 The elements of good research practice are set out in the remainder of this document.

4. Research Participants

Research involving human participants

4.1 The School and researchers have specific responsibilities for human research participants, in particular to ensure their well-being, to retain confidentiality on their involvement and to follow principles in relation to management of data. All research involving humans must be in compliance with this Policy and related policies and procedures, and ethical, legal, policy and other requirements which regulate such work.

4.2 All research proposals involving human participants must be reviewed and approved by the School's Ethics Committee, which is responsible for ensuring the research will conform to the highest ethical standards. Approval must also be obtained from other UK/overseas ethical review and regulatory bodies where appropriate. Appropriate peer/scientific review should also be sought, where appropriate.

4.3 Failure to obtain full permission to start the study, including ethics approval, will be considered as research misconduct.

4.3 All participants in a research undertaking should expect researchers to act within this Policy and the other aspects of the Research Governance Framework.

4.4 All research projects involving human tissue must comply with the School Policy on the Human Tissue Act.

Research involving animal subjects

4.5 The School has a specific policy on the use of animals in biomedical research. In summary:

4.6 Achieving some of the aims in the School's Mission requires the use of animals for research into the causes, treatment and prevention of infectious diseases of global importance. Animal research will focus on:

- defining the basic mechanisms of how pathogens cause disease
- developing new diagnostics to detect pathogens or monitor treatment or prevention
- developing new chemotherapeutic drugs to combat infection
- developing novel vaccines to prevent infection

4.7 Researchers will conduct research involving animals in accordance with the highest standards of humane care and treatment. Researchers will act in accordance with the 3Rs concept of replacement, reduction and refinement through the development, validation and adoption of appropriate alternatives to the use of animals in order to eliminate, or if not, reduce the need for animals in biomedical research. *In vitro* alternatives to whole animal experiments should be used wherever possible. Due to the complexity of the infection process and the need to rigorously evaluate candidate diagnostics, drugs and vaccines for protective efficacy, it may still be necessary for *in vivo* studies to be performed.

4.8 Research involving animals should only occur where:

- no other non-sentient alternative is available
- the research proposed is peer reviewed, of the highest scientific quality and likely to provide knowledge critical for improving human health
- the investigations are performed using the smallest number of animals to guarantee a statistically valid and biologically meaningful result (thus reducing the number of times each experiment must be performed).

4.9 All animals obtained for research will be purpose bred at establishments licensed by the Home Office or other international regulatory agencies and subject to inspection and approval by the Named Veterinary Surgeon. All research involving animals is governed by the Animals (Scientific Procedures) Act 1986 which controls how animals are obtained, housed and treated. All Researchers who perform experiments with animals will undergo an approved training course, have appropriate experience in the procedures required, hold a Personal license and operate under the additional guidance of a Project license awarded by the Home Office.

4.10 Compliance with this legislation will be actively and rigorously monitored at several complementary levels.

4.11 All animal-based research will be subject to review by the Animal Welfare and Ethics Board that includes independent experts in ethics and animal welfare who are not members of School staff. The panel reviews before and during research to ensure compliance with the best possible standards of animal care.

5. Compliance

5.1 Research must be approved and conducted in accordance with:

- The School's research governance framework including this Policy and the principles (see 3., above)
- The School's policies and procedures;
- Ethical, legal, professional and policy requirements which regulate work (e.g. health & safety, data confidentiality requirements, research involving humans or animals), in the UK and in any other country in which Researchers are based or in which the research is being conducted;
- Standards of research practice set out by professional bodies, and scientific and learned societies;
- Requirements including contractual requirements of the relevant funding bodies, and
- Standards and guidelines of the relevant funding bodies.

5.2 Researchers are expected to be aware of and adhere to all regulations and standards of good practice governing their research activities. This includes, but is not limited to: Declaration of Helsinki (2013), International Council on Harmonisation for Good Clinical Practice Guidelines 1996 (for clinical trials), Data Protection Act 1998, Human Tissue Act 2004, Medicines for Human Use (clinical trials) Regulations 2004, the Research Governance Framework for Health and Social Care (2005), Human Rights Act 1998, and all other legislation relevant to the country where the study is to be conducted.

5.3 The Research Governance and Integrity Office (RGIO) is responsible for the operational oversight of all human research conducted by School staff, research degree or MSc student, and where the School is taking the role of Sponsor for any interventional study or clinical trial. The RGIO ensures that the study has appropriate indemnity in place, that it meets the standards detailed in 5.2, and will act as the final compliance check before the study can start. The RGIO can request amendments to the study protocol or other documentation to bring the study in line with the standards detailed in 5.2. The activities of the RGIO are overseen by the Research Governance Committee.

6. Research misconduct

6.1 Researchers must not engage in any act which may constitute research misconduct.

6.2 Research misconduct may involve (note this list is not exhaustive):

- Fabrication – making up results and recording them as if they are real
- Falsification – manipulating research processes, or changing or omitting data
- Misrepresentation of data and/or interests and/or involvement of others
- Plagiarism – appropriation of other people's material without giving proper credit in proposing, performing or reviewing research, or in reporting research results
- Failure to meet ethical, legal and professional obligations – such as breach of confidentiality, lack of informed consent, breach of duty of care or abuse of research participants (human and animal), and mismanagement of data and/or primary materials
- Improper dealing with allegations of misconduct
- Failures to follow accepted research protocols/procedures, including obtaining appropriate permissions prior to the start of the study, or to exercise due care in carrying out responsibilities for:
 - avoiding unreasonable risk or harm to:
 - humans
 - animals used in research
 - the environment

- the proper handling of privileged or private information on individuals collected during the research.

Research misconduct includes acts of omission as well as acts of commission. Misconduct does not include honest errors and differences in interpretation of data, results or methodology.

6.3 Researchers, as well as all other staff and students, have a responsibility to report suspected cases of research misconduct in accordance with the School's policy and procedure for investigating scientific misconduct, as well as the School policy on public interest disclosure.

6.4 Allegations of research misconduct will be investigated in accordance with School's policy and procedure for investigating allegations of scientific misconduct.

6.5 Allegations of student research misconduct will be investigated in accordance with the student disciplinary procedures.

6.6 Concerns may also be raised in accordance with School's Public Interest Disclosure Policy and Procedure. This covers raising concerns about malpractice or impropriety, which includes:

- Financial malpractice or impropriety or fraud;
- Failure to comply with a legal obligation or with the regulations of the School;
- Dangers to health and safety or the environment;
- Academic or professional malpractice;
- Miscarriage of justice;
- Improper conduct or unethical behaviour;
- Serious conflict of interest without disclosure;
- Criminal activity (not covered by the above), and
- Attempts to conceal any of the above.

6.7 Researchers found to have engaged in misconduct will face penalties commensurate to the type and level of misconduct committed. This may include sanctions, correcting the research record, and reporting any action to regulatory and statutory bodies, research participants, funders or other professional bodies as circumstances, contractual obligations and statutory requirements dictate. Further details are provided in the policy and procedure on investigating scientific misconduct.

6.8 The Research Governance and Integrity Office will report incidents of misconduct to the Research Governance Committee, as well as a summary to the Research Governance and Audit Committees on an annual basis. A narrative statement will be published on the RGIO page of the School website.

7. Conflicts of Interest

7.1 Conflicts of interest can be defined as conditions where professional judgement concerning a primary interest (e.g. conducting or reporting research) may be, or appear to be, unduly influenced by a secondary interest (e.g. financial gain). Conflicts of interest can arise due to financial, academic, personal, political, religious, legal, ethical, moral or other personal interests. Attention should be given to potential conflicts as well as actual conflicts of interest.

7.2 Researchers must fully disclose any personal interest that could lead to an actual or potential conflict of interest at the earliest possible time and in accordance with School, funder or any other external party's policies and regulations. If a Researcher is in doubt over whether a

personal interest could lead to an actual or potential conflict of interest, immediate guidance should be sought from the Research Governance and Integrity Office and/or Head of Legal Services. Steps need to be taken to resolve any such conflict of interest at the earliest possible stage and usually before approval for conducting a particular research project can be granted.

7.3 It may be necessary not to grant approval for a particular project of a Researcher or to limit or discontinue such a project or the involvement of the Researcher where there is an actual or potential conflict of interest which could undermine or discredit the Researcher, the School and its reputation, the research or research outcomes, or could in any other way be in breach of relevant School, funder or any other external party's policies or regulations in regards to conflicts of interest.

8. Confidentiality

8.1 Researchers must ensure the confidentiality of personal information relating to research participants, and that the research fulfils any legal requirements, in particular compliance with the Data Protection Act 1998.

8.2 Prior to publication or depositing data in a central depository, data should be fully anonymised, unless with prior agreement. This process should include: removing all personal identifiers (name, initials, date of birth, post code etc) as well as removing other types of identifiers where it may be possible to identify a participant, eg very rare diagnosis, name of organisation.

8.3 Researchers should ensure that informed consent includes the provision of sharing data, including in a public central depository, and for any potentially identifiable activities in a publication.

9. Ethical Review

Research involving human participants

9.1 All research proposals involving humans, their tissue and/or their data (ie observation, questioning, examination, interviews, focus group discussions, specimen collection, specimen use or intervention) **must** be referred to, and be approved by one of the School Ethics Committees. This includes secondary data analyses except when data is fully in the public domain (ie freely available on the internet without requiring any form of registration). The Ethics Committee is responsible for ensuring that all research involving human participants conducted by School staff and students, or on School premises, or with whom the School is closely involved (i.e. Researchers) conforms to the highest ethical standards. This applies to research undertaken in the UK and overseas.

9.2 All reviews must take place before the study starts. The School's ethics committees will not review a study retrospectively. Data collected prior to receiving ethics approval will not be admissible to be used in any publication, thesis or other part of the research project and will be destroyed.

9.3 Approval must also be obtained from the Ethics Committee to amend or extend a study which has previously received Ethics Committee approval.

9.4 In addition, proposed studies must also gain approval from regulatory and other ethical review bodies where necessary, both in the UK and overseas, before the start of a research project.

9.5 The School's ethics committee approval is contingent on local approval also being obtained.

9.6 Further information and the full procedures can be found on the ethics committee webpage, and in their Terms of Reference.

Research involving animals

9.7 The School has a policy on the use of animals in biomedical research, which includes requirements for ethical review, and personal and project licensing issued by the Home Office.

9.8 Researchers should consider the opportunities for reduction, replacement and refinement of animal involvement (the three Rs), at an early stage, in the design of any research involving animals. Where the research question cannot be addressed without the use of animals, investigations must be performed using the smallest number of animals to provide a statistically valid and biologically meaningful result.

10. Health and Safety

10.1 All staff, students and visiting workers of the School are required to comply with the School's health and safety procedures whether they are working on behalf of the School, at one of its principal sites, or remote from the School's premises.

10.2 The School's health and safety procedures can be found on the intranet. The information includes requirements relating to research, such as:

- risk assessment, including to comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- research supervision, including for MSc summer projects
- occupational health
- laboratory safety (pathogens, radiation, transport of material)
- travel safety
- off-site working

10.3 The principal objective of all safety procedures is to control hazards. This is best achieved by preventing the hazard from arising; whenever possible, therefore, the research method, material or organism presenting the least hazard should be chosen. Wherever hazards still remain, appropriate measures must be taken to control those hazards.

10.4 All new staff are required to complete a safety induction with records held by the Safety Advisor.

11. Management of Research Data/Samples and Records

11.1 The following principles apply to the management of maintaining physical and digital research data, samples and records:

- Data, samples and records must be collected, stored and used in accordance with the agreed design of the project and in compliance with legal, ethical, regulatory, funding body and School requirements;
- A Data Management Plan should be created for all projects that are creating or capturing new data or samples.
- Researchers must keep full, clear and accurate records necessary to allow others to understand, verify and replicate their research. Relevant documentation will include information on procedures followed, approvals granted, sources used and results obtained (including interim results);
- Data, samples and records must be stored securely in a manner that ensures the confidentiality of information and protects against data loss and corruption;
- Data, samples and records must be stored in such a way as to permit prospective and retrospective audit if necessary;
- Data/samples and records collected as part of overseas studies or through collaborating sites must be maintained in accordance with relevant policies and procedures and research agreements;
- Research data must be retained for a minimum of 10 years after project completion or the publication date, whichever is longest, unless requested to delete data for a specific reason. Longer retention periods may be specified by funding, professional, or other bodies;
- Data, samples and records collected and stored by staff for studies originating from the School are the property of the School. Staff are not permitted to remove the primary copy when leaving the School. Secondary copies may be taken with appropriate written permission;
- Ownership of data, samples and records used by research degree students, or MSc students for projects, will depend on the source and associated agreements for use, collection and storage. They must also be retained in accordance with other relevant requirements (e.g. School, legal, ethical, funding body, professional body);
- Research data that substantiate research findings should be made available for access and use in a timely manner, within the boundaries of conditions established by contractual, legislative, ethical, or other requirements
- MSc projects are held by the Library for seven years. PhD theses are held by the Library permanently.

11.2 Any Freedom of Information requests must immediately be forwarded to the Archivist & Records Manager who will respond to such requests on behalf of the School.

12. Financial Management and Accountability

12.1 The School's Financial Regulations sets out policy and procedures relating to research activity, including: project proposals; costing and pricing; contract terms and conditions; acceptance of offers and signature of contracts; budgeting; collaborators and sub-contracts; project expenditure; overspends; claiming and invoicing; credit control; grant closure; and, publication of research. The Financial Regulations also set out specific responsibilities, including for: Deans of Faculty; Heads of Department; Budget Holders/Principal Investigator; and, Research Operations Office.

12.2 The School has also prepared guidance to support overseas-based staff and partners by setting out the School's expectations for financial and other management arrangements of School grants held fully or in part overseas.

13. Intellectual Property

13.1 Further information on intellectual property at the School can be found in the relevant policy.

14. Decision Making

14.1 For the purposes of transparency and good record-keeping, all formal discussion/decision making meetings (including those concerning budget and publication) should be minuted. A record of other important decisions made outside formal meetings should also be kept.

15. Research Collaborations

15.1 The School conducts research in collaboration with many other organisations throughout the world. The School makes every effort to ensure that collaborative research and projects are conducted reasonably and equitably, including through fair contractual arrangements. Collaborators will be expected to undertake research involving the School in a manner consistent with this Policy. Where collaborators also have relevant procedures for their researchers, the School will follow such collaborator procedures in addition to this School Policy, as required by the collaborator, and to the extent possible.

15.2 The School has specific guidelines on working with the private sector, including the School's position on not working with the tobacco industry.

16. Openness

16.1 The School is committed to ensuring that there is a research culture of openness, which includes:

- Researchers discussing their work with other scientists and with the public through scholarly exchange of ideas and the submission of work to peer review; (although the need to protect research interests is recognised)
- Providing access to information on ongoing and completed research, subject to appropriate scientific review and subject to any confidentiality restrictions;
- Publishing findings in a timely fashion in a peer-reviewed journal or in other reputable publications that enables broad access to research findings, where feasible. Use of open access publication methods are particularly encouraged;
- Publishing in an accessible format to inform policy and practice;
- Disseminating research results through open access publishing where possible.
- Sharing data, samples and other information that underpins research findings through a managed repository or enclave in a manner appropriate to the content

- Responding to Freedom of Information Requests in a timely fashion and in accordance with the law.

17. Publication

17.1 The School is committed to ensuring the observance of good publication practice, which includes the following principles:

- The duty to publish and disseminate research and research findings accurately and without selection that could be misleading (including adverse findings);
- Results should be published in a timely fashion, in peer reviewed journals where appropriate, and presented at scientific meetings;
- Results should be published in accordance with the funding agreement;
- The duty to declare any potential or actual conflicts of interest in relation to the research when reporting findings at meetings or in publications;
- A publication which is substantially similar to another publication from the same research, must contain appropriate references to the other publication;
- A research paper must not be submitted simultaneously to more than one potential publisher (duplicate submission) unless this is acknowledged to all publishers to whom the paper is submitted;
- Anyone listed as an author on a paper must have made a significant intellectual or practical contribution to the work and/or take responsibility for a particular component of the study, including its accuracy. All authors are responsible for the content of the paper and should be able to identify their own contribution. "Honorary authorship" (i.e. for those that do not fulfil criteria of authorship) is unacceptable;
- The contribution of formal collaborators, funders, sponsors, and all others who significantly assisted the research – but who do not qualify for authorship – should be properly acknowledged;
- All sources of information and data used in the research must be clearly acknowledged. Where a significant amount of another piece of work is used in the publication there must be permission from the relevant individual(s);
- Research findings should not be reported to the public media before they have been peer-reviewed by experts in the field of research. Except in exceptional circumstances, it is undesirable to make research findings available to the public media in advance of publishing the findings in a scientific journal or as a formal scientific report;
- All press releases should be reviewed by the research team and discussed with the Press Office before they are released to the media, and collaborators must be appraised of this principle;

- It is advisable to address publication and authorship issues at an early stage of the project, and to document agreed decisions. PIs must ensure that where appropriate all Researchers have the opportunity to contribute to the publication process.

17.2 The School recognises the benefits of open access publishing as a means to ensure that research results can be disseminated as widely as possible. Researchers should deposit their Author Accepted Manuscript in 'LSHTM Research Online', the School's institutional repository for research publications, immediately upon acceptance to ensure availability via the Green open access publishing route and eligibility for the Research Excellence Framework (REF). Researchers are also encouraged to include costs for Gold open access publishing as part of grant proposals. The Library and Archives Service (LAS) manages funds for Research Councils UK (RCUK) and Charity Open Access Fund (COAF) funded Researchers.

17.3 It is also important to note the requirements of particular funders.

18. Training

18.1 The School is committed to ensuring that staff and students undertake appropriate training to enable them to carry out their research activities appropriately and effectively. Researchers are expected to undergo appropriate training in order to carry out their duties and to develop their knowledge and skills throughout their career, repeating and updating their training where necessary to ensure that skills are kept up-to-date.

18.2 No research activity should be carried out by any individual who does not have the necessary skills and experience to do so. It is the responsibility of managers and supervisors, and researchers themselves to identify particular training needs which may be identified through formal mechanisms, such as annual Performance & Development Reviews (PDRs), and informal mechanisms.

18.3 The Talent and Educational Development programme provides a range of training opportunities, in addition to other local training provision (e.g. Faculty/Department level training). It may be necessary to identify other/specialised training to meet some needs, for example if research degree students undertake teaching they will need to participate, at the least, in the introduction to learning and teaching workshop which is aligned to the Researcher Development Framework.

18.4 The Quality Enhancement Team run a School-wide annual programme of training, for example the Transferable Skills Programme, for research degree students. The programme includes a range of short workshops, training sessions and online resources. In addition, research degree students have access to training run by the Bloomsbury Postgraduate Network plus other provision organised locally by their Faculty/Department.

19. Management and Supervision

19.1 The School has arrangements in place for the management and supervision of research, which provides for particular roles and responsibilities. Managers provide direction and leadership for research activities and through doing so are responsible for promoting and supporting a culture of good research practice in accordance with this Policy.

19.2 Key roles and responsibilities include:

- Director – overall responsibility to Council for the academic and financial affairs of the School.
- Deputy Director and Provost – works alongside the Director and Deans of Faculty in the development and implementation of the School’s Research Strategy and developing research collaborations.
- Deans of Faculty – manage the Faculty such that it undertakes relevant research to the highest standards and manage the Faculty’s financial resources effectively and in accordance with the School’s Financial Regulations and the requirements of research and other sponsors.
- Heads of Department – manage the Department such that it undertakes relevant research to the highest standards and manage the Department’s financial resources effectively and in accordance with the School’s Financial Regulations and the requirements of research and other sponsors.
- Principal Investigators (PIs) - have academic, managerial, financial and ethical responsibility for their research projects/programmes. All research projects/programmes must have clear management and supervision arrangements, which are understood and observed by all Researchers involved in the project/programme. PIs (or project leader) responsibilities include emphasising adherence to current safety practices and ethical requirements, the adoption of systematic research methods, good record keeping, sharing of data within the research team and openness in discussion, including identification of potential conflicts of interest, and encouraging good communication between colleagues, peer review of work, and timely publication.
- Pro-Director for Learning and Teaching has overall responsibility for taught courses and the research degree programme.
- Faculty Research Degree Directors – have oversight of research degrees in their faculty.
- Department Research Degree Co-ordinators – oversee the progress of all research degree students in their department.
- Supervisors (*for research degree/taught course students*) – oversee and support research degree/MSc students for all aspects of their study/project.

20. Dissemination

20.1 This Policy will be provided to all new staff, and both MSc and research degree students as part of induction packs and addressed as part of induction arrangements. Staff awareness of this Policy will be encouraged through email from time to time.

20.2 Further information on research integrity and the implementation of this Policy may be sought from the Quality and Governance Manager within the Research Governance and Integrity Office (rgio@lshtm.ac.uk). The Quality and Governance Manager will also act as the first point of contact for all queries on research integrity.

21. References, Links and Further Reading

LSHTM references

General Research Policies and Procedures

Standard Operating Procedures for Research

- SOPs for Research, including audit guidance for clinical trials:
[https://lshtm.sharepoint.com/Research/Research-Governance/Pages/standard-operating-procedures-\(sops\).aspx](https://lshtm.sharepoint.com/Research/Research-Governance/Pages/standard-operating-procedures-(sops).aspx)
- Policy and Procedure for review of research proposal quality:
<https://lshtm.sharepoint.com/Research/Strategic-Research/>

4. Research Participants

- Human Tissue policy:
<http://www.lshtm.ac.uk/research/researchgovernanceandintegrity/humantissue/lshtmhtactpolicy.pdf>
- Use of animals in biomedical research:
<http://www.lshtm.ac.uk/research/animalresearch/index.html>

6. Research Misconduct

- LSHTM's policy and procedure for investigating allegations of scientific misconduct:
<http://www.lshtm.ac.uk/research/researchgovernanceandintegrity/researchgovernance/index.html>
- Public Interest Disclosure Policy and Procedure:
http://www.lshtm.ac.uk/humanresources/policies/public_interest_disclosure_policy_and_document.pdf

7. Conflict of Interest

- Financial Conflict of Interest for US HHS/PHS funded research:
https://intra.lshtm.ac.uk/Assets/uploads/Services/Research-Operations/General-Policies/fcoi_policy.pdf

8. Confidentiality

- LSHTM Data Protection Policy: <https://lshtm.sharepoint.com/Services/Information-Management/Data/Pages/-data-protection-policy.aspx>
- Information on Data Protection at LSHTM:
<https://lshtm.sharepoint.com/Services/Information-Management/Data/Pages/default.aspx>

9. Ethical Review

- LSHTM Ethics Committee Terms of Reference:
<http://www.lshtm.ac.uk/research/researchgovernanceandintegrity/ethicscommittees/lshtmresearchethicscommittees/index.html>

10. Health & Safety

- LSHTM policy on Health and Safety:
<https://lshtm.sharepoint.com/Services/Safety/Pages/policy.aspx>

11. Management of Research Data and Samples

- LSHTM's Information Management & Security Policy:
http://www.lshtm.ac.uk/its/informationsecurity/policy/lshtm_information_management_and_security_policy.pdf
- Information on Information Management & Security at LSHTM:
<http://www.lshtm.ac.uk/its/informationsecurity/>
- LSHTM Records Management Policy:
<https://lshtm.sharepoint.com/Services/Information-Management/Pages/records-management-policy.aspx>
- Information on Records Management at LSHTM:
<https://lshtm.sharepoint.com/Services/Information-Management/Pages/records.aspx>
- LSHTM Research Data Management Policy:
http://www.lshtm.ac.uk/research/researchdataman/rdm_policy.html
- Information on Research Data Management at LSHTM:
<http://www.lshtm.ac.uk/research/researchdataman/index.html>

12. Financial Management

- LSHTM financial regulations: <https://lshtm.sharepoint.com/Services/Finance/>
- Support for Management of Overseas Research Grants:
<https://lshtm.sharepoint.com/Services/Research-Operations/Pages/default.aspx>

13. Intellectual Property

- LSHTM Intellectual Property Policy:
http://www.lshtm.ac.uk/library/guidance/copyright/school_intellectual_property_policy_2005.pdf

15. Research Collaborations

- Guidelines on working with the private sector:
<http://www.lshtm.ac.uk/research/researchgovernanceandintegrity/researchgovernance/index.html>
- Statement on working with the tobacco industry:
<http://www.lshtm.ac.uk/research/researchgovernanceandintegrity/researchgovernance/index.html>

16. Openness

- LSHTM's Freedom of Information Act Policy:
<https://lshtm.sharepoint.com/Services/Information-Management/Pages/freedom-of-information-policy.aspx>
- Information on Freedom of Information at LSHTM:
<https://lshtm.sharepoint.com/Services/Information-Management/Pages/foi.aspx>

17. Publication

- Information on Open Access publishing at LSHTM:
http://www.lshtm.ac.uk/library/specialist_services/open_access/index.html
- Good Publication Practice Standard Operating Procedure (link tbc)

18. Training

- TED: <https://lshtm.sharepoint.com/Services/TED/>
- Professional Development:
https://lshtm.sharepoint.com/Services/TED/Pages/profe_index.aspx
- Transferable Skills Programme: <http://transferableskills.lshtm.ac.uk/>

19. Student supervision

Research Degrees Handbook:

<http://www.lshtm.ac.uk/study/currentstudents/researchdegreestudents/rdstudentinformation/>

- MSc Project Handbook:
http://www.lshtm.ac.uk/edu/taughtcourses/handbooks_regs_pols/mscprojecthandbook_template.pdf
- LSHTM Teaching Policies and Codes of Practice:
<http://www.lshtm.ac.uk/edu/taughtcourses/staffresources/>
- Research degree supervisors handbook:
http://www.lshtm.ac.uk/study/currentstudents/researchdegreestudents/supervisorinformation/rd_supervisors_handbook.pdf
- Student disciplinary procedures:
https://www.lshtm.ac.uk/study/currentstudents/studentregulations/generalregulations/student_disciplinary_procedure.pdf

External references

- Bloomsbury Postgraduate Network: <http://courses.grad.ucl.ac.uk/bloomsbury/>
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- Research Governance Framework for Health and Social Care (2005): https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/139565/dh_4122427.pdf
- Singapore Statement on Research Integrity (2010): <http://www.singaporestatement.org/>
- UKRIO Code of Practice for Research: Promoting good practice and preventing misconduct (2009): <http://ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf>

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3.0	07/06/2016	Changes to website links
3.1	01/09/2016	9.2: Clarification that data cannot be used without full ethics approval
3.2	09/12/2016	

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