Integrity in Research Activity Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	August 27, 2018	Cross Reference:	**Internal** • Academic Freedom Policy • College Involvement in Commercialization Policy • Copyright – Fair Dealing Policy • Ethical Conduct for Research Involving Humans Policy • Intellectual Property and Ownership Policy • Research Activities Policy • Research or Teaching Involving Animals Policy **External** • Copyright Act (http://laws-lois.justice.gc.ca/eng/acts/C-42/) • Industrial Design Act (http://laws-lois.justice.gc.ca/eng/acts/I-9/) • Post-Secondary Learning Act (http://www.qp.alberta.ca/++documents/Acts/p19p5.pdf) • Trade-marks Act (http://laws-lois.justice.gc.ca/eng/acts/T-13/) • Tri-Agency Framework: Responsible Conduct of Research (http://www.rcr.ethics.gc.ca/eng/resources-ressources/news-nouvelles/2016-12-23/) • Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans TCPS2 2014 (http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf)
Policy Owner:	Vice President Academic	Appendices:	
Policy Administrator:	Director, Quality Assurance and Research Services		
Approver:	Executive Committee		
Review Schedule:	Every 3 years		

1. Policy Statement

1.1.   Keyano College (hereinafter also referred to as "the College") recognizes and endorses the Tri-Agency Framework on the Responsible Conduct of Research. The College requires all research activity to be undertaken with integrity.

2. Background

2.1.   This document, "Integrity in Research Activity Policy", sets out the policy and regulations governing research integrity at the College.

2.2.   Policy development was informed by documentation from the Tri-Council Agencies, as well as a review of existing research integrity policies and procedures from Canadian colleges and universities with a focus on similar institutions.

3. Policy Objective

3.1.   The purpose of this policy is to outline the College's position on research integrity and to promote and advance the highest standard of integrity in research activity under the auspices of the College.

4. Scope

4.1.   This policy applies to all College faculty and staff, as well as contractors, consultants, clients, and volunteers who engage in research activity at the College.

4.2.   This policy is concerned with research integrity, and does not replace any other policy statements in other areas such as financial integrity in the use of research funds, intellectual property, and the ethical issues involving the use of human or animal subjects in research.

5. Definitions

5.1.   **Integrity** is manifest in three meaningful ways:

a)   truthfulness in describing the manner in which data is collected, analyzed and reported,

b)   scrupulousness in recognizing the authors and sources of the original research concepts and results, and

c)   probity in the use of research funds

5.2.   **Misconduct** refers to any action in research activity that is not consistent with integrity.

5.3.   **Research** refers to any activity which involves a systematic investigation to establish facts, principles, or generalizable knowledge. Any undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation shall be considered research.

5.4.   **Researcher** refers to any faculty, staff, contractor, consultant, client, or volunteer associated with the College conducting research.

6. Guiding Principles

6.1.   The College is committed to ensuring that the research conducted by its faculty, staff, contractors, consultants, clients, or volunteers maintain the highest possible standards of integrity.

6.2.   Each person engaged in research at the College or on behalf of the College is expected to follow the highest professional and academic standards in the conduct of research.

6.3.   In pursuance of such high integrity standards, it is expected that researchers shall:

a)   remain honest, reliable, objective, impartial and independent in their research;

b)   document their findings and results openly and accessibly;

c)   practice strict honesty with regard to their own contributions to their work, remain fair in providing references, and give adequate credit to the contributions of others; and

d)   avoid conflicts of interest and, if a conflict cannot be prevented, communicate all relevant information to those concerned.

7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILTIES
Executive Committee	• Approve and formally support this policy.
Vice President Academic	• Review and formally support this policy.
Deans' Council	• Develop and maintain this policy. • Take proactive steps to reinforce compliance with this policy by all stakeholders.
Managers, Supervisors, or Representatives	• Explain the terms of this policy to faculty, staff and students, as well as contractors, consultants, clients, and volunteers and assist users to understand the requirements of this policy. • Ensure that all stakeholders follow the requirements of this policy.
Procurement and Managers	• Follow the guidelines provided in this policy when performing due diligence and assessment of the risks related to intellectual property for any new contracts with third parties. • Ensure that responsibilities and obligations of each party to the contractual relationship are outlined in the contract executed between the College and the contractor/sub-contractor.
Human Resources	• Ensure each new employee has read and signed off understood this policy upon the first 7 days of employment with the College. • Support all employees in the understanding of the requirements of this policy.
All users (faculty, staff, students, and third parties)	• Comply with the requirements of this policy as applicable to them at all times. • Report all non-compliance instances with this policy (observed or suspected) to the Vice President Academic as soon as possible.

8. Policy Management

Policy Title:	Integrity in Research Activity Policy
Approval Date:	July 15, 2018
Effective Date:	August 27, 2018
Historical Review Dates:	February, 2020
Next Review Date:	February, 2023
Related Legislation:	- Copyright Act - Industrial Design Act - Post-Secondary Learning Act - Trade-marks Act - Tri-Agency Framework: Responsible Conduct of Research - Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2 2014)
Supersedes Policies:	N/A
Monitoring/Frequency:	Monitoring of compliance activities will be reviewed at a minimum, once a year.
Policy Owner:	Vice President Academic
Policy Administrator:	Director, Quality Assurance and Research Services
Policy Coordinator:	Executive Assistant, Academic