Policy

INTEGRITY IN RESEARCH AND SCHOLARLY ACTIVITY			

Policy Section:	Student and Academic Support Services	**Effective Date:**	May 27, 2025
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Policy Administrator:	Director, Academic Experience	**Review Scheduled:**	Every 4 years
Approver:	Dean's Council Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A.   POLICY STATEMENT

Keyano College recognizes the importance of maintaining high standards of integrity in research, scholarly activity, and scholarship at the College. To safeguard the integrity of these activities, we are committed to vigilant oversight of research and scholarly activities conducted by all members of the College. This commitment includes ensuring honest and ethical action, rigorous inquiry that is aligned to the standards of a discipline competent use of methods, commitment to equity, diversity, inclusivity, and accessibility in research, and recognition of Indigenous research principles, methodologies, and sovereignty.

The College will promote integrity in research by creating and supporting an environment in which the College Community are aware of the importance of integrity in research, understand how to act with integrity in research, and are held accountable to do so.

Integrity requires the highest standards of intellectual honesty, thoughtful, and rigorous inquiry, and the use of appropriate research methodology. It also requires the following of ethical standards, the careful supervision of research, the judicious and appropriate use of research resources, and the refusal to engage in or condone fraud or misconduct.

1.   GUIDING PRINCIPLES – OBJECTIVES OF THE POLICY

This policy has been developed to guide all research, scholarly activity, and scholarship undertaken by any member of the College, or external researchers on the College premises. It applies to members of the college community, including but not limited to, all faculty, staff, students, visitors, volunteers, third-party contractors, and guests, either alone or in collaboration with other post-secondary institutions, business, industry, and not-for-profit sectors and local communities.

All research, scholarly activity, and scholarship conducted by members of the College, or on college premises, is conducted in accordance with the Tri-Agency Framework:

- Responsible Conduct in Research (2021), as well as all other Tri-Council policies, frameworks, and guidelines, any applicable laws, disciplinary ethics, and professional standards, all College Policies and Procedures, and any requirements outlined in college-approved research contracts. Where two or more requirements differ, researchers will follow the most stringent requirement. Where requirement conflict, researchers must seek guidance from the College's legal counsel prior to proceeding.

The College will ensure and uphold research and scholarly integrity by:

a. Implementing the Tri-Agency Agreement on the Administration of Agency Grants and Awards by Research Institutions;
b. Promoting the responsible conduct of research through its policies, procedures, operations, education, and supports;
c. Holding researchers accountable for integrity in research;
d. Providing opportunities for ongoing education and training to all researchers; and
e. Investigating and addressing allegations of the breaches of the research integrity according to the Keyano Colleges' procedures and Tri-Agency Framework.

2. INTEGRITY

Integrity in research, scholarly activity, and scholarship is applicable and relevant during all phases of the research process. The College requires:

2.1. Truthful, transparent, and equitable conduct amongst colleagues within the research and scholarly community; which includes students, assistants, and staff on research projects, and in dealings with research and funding collaborators both within and outside the education community;

2.2. Respect for intellectual property, cultural property, copyright, moral rights, and sovereign rights;

2.3. Respect and concern for the use of human and animal participants in research, including the use of culturally appropriate research methodologies;

2.4. Respectful, appropriate, and meaningful consultation and engagement when working with communities or populations

2.5. Truthful, timely, and accurate reporting of research activities and maintenance of records;

2.6. Appropriate, judicious, and transparent use of research funds and other research resources;

2.7. Honest, accurate referencing and appropriate acknowledgement of authorship and contributions;

2.8. Proper management and disclosure of all conflicts of interest, both real and perceived; and

2.9. Honesty in application and review processes, including applying for funding or acting as a reviewer only when eligible according to the funder's criteria and ensuring that others listed on applications have agreed to be included.

3. RESPONSIBILITIES FOR RESEARCH INTEGRITY

The College and its researchers, including any researchers not affiliated with the College conducting scholarly activity on college premises, share responsible for ensuring integrity in research and scholarly activities.

3.1. Researchers involved in research are expected to:

a. Be knowledgeable of and comply with the Tri-Agency requirements regarding the Responsible Conduct of Research and all other federal policies and guidance regarding research activities.

b. Be knowledgeable of and comply with all College policy and procedures related to research integrity.

c. Be honest, accountable, transparent, and fair in their conduct of all aspects of research and scholarship.

d. Follow both ruled and best practices of research and scholarship, including:

 i. Appropriately engaging potential and existing partners according to the degree the research may potentially impact them. This includes, but is not limited to:

- Community engagement in development and completing the research for community-based research;
- Working with industry partners to ensure projects meet their business needs and aligns with their Intellectual Property requirements and business priorities on industry-specific applied research projects;
- Treating partners as full members of the research team with unique and important expertise required for the project's success. This involves supporting direct partner engaging in the project as much or as little as the partner desires.

 ii. Meaningfully engaging learners in research and scholarship. This includes, but is not limited to:

- Ensuring learners are trained in the research protocols they will be conducting;
- Ensuring learners understand research ethics and integrity requirement prior to them undertaking any research and scholarship activities;
- Ensuring learners' research and scholarship experiences are primarily educative;
- Providing oversight of learners' research and scholarship activities;
- Providing equitable access to learning opportunities for a diversity of learners.

 iii. Appropriately and meaningfully engaging with community when working with Indigenous communities, conducting research on traditional Indigenous lands, or conducting research about Indigenous cultural knowledge. This includes, but is not limited to:

- Developing research in partnership with the Indigenous community;
- Respecting community research protocols and requirements;
- Respecting Indigenous research sovereignty, including the right to manage, access, own, and control the research data.

iv. Securing required permission for research, including but not limited to:
- Research Ethics Board review and approval for research involving human beings.
- Research review and approval from an approved Animal Care and Control Committee for research involving animals;
- Appropriate provincial, federal, and research approvals and Impact Assessments for research with potential environmental impacts or research involving controlled goods or information;
- Appropriate committee review and approval of research with human stem cells;
- Review and approval from Indigenous communities for research involving Indigenous people, traditional knowledge, or taking place on traditional Indigenous territory.

v. Diligently recording, evaluating, and analyzing data to produce findings.

vi. Retaining original and accurate records of data, methodologies, and findings, including graphs and images not only to ensure the integrity and credibility of the data but also allow verification or replication of the works by others.

vii. Complying with College, federal, and funder guidance and requirements regarding
- Research Data Management;
- Open access publication of Tri-Agency funded research results;
- Use of Artificial Intelligence (AI) in research and proposal reviews;
- Research data sharing;
- Long-term records retention and storage.

e. Fulfill the requirements set out any grant awarded in their name to the best of their abilities. If they are unable to meet award requirements, to immediately inform the College's Research & Innovation department and the funder.

f. Accurately represent research and scholarly activities in all presentations, publications and other research and scholarly outputs. This includes:

i. Being transparent and honest in describing of the process of data collection and analysis;

ii. Actively engaging each author and/or contributor in verifying and taking responsibility for the part of the manuscript or output that they have contributed; as well as designating one author to be responsible for the validity of the entire output; and

iii. Accurately recognizing all contributors and sources of the original research concepts and results.

g. Be fiscally responsible in the use of their research funds and compliant with any College-approved contracts regarding their research and scholarly activities.

h. Report all research funding and activities, as required, to Keyano College's Research & Innovation department for funder-specific and institution-wide provincial, and federal reporting in a timely manner or in a timeline requested by Research & Innovation.

i. Report concerns about potential research misconduct to the designated authority within the College.

3.2. It is the College's responsibility to:

a. Establish processes that support the undertaking of research and scholarly activities by the College community.

b. Fulfil the eligibility criteria for any grant application by meeting the minimum requirements set in the agreement on the administration of agency grants and funding, as well as the Tri-Agency Agreement on the Administration of Agency Grants and Award by Research Institutions.

c. Promote awareness of federal research policies, guidance, and requirements.

d. Promote and enable the responsible conduct of research through the College policies, procedures, processes, supports, and infrastructure.

e. Provide training in and support to faculty, staff, and students regarding research integrity and the responsible conduct of research.

f. Document, track, and report all research and scholarly activities at the college, including but not limited to: funding applications, funding awarded, number of faculty and students engaged, research and scholarly outputs, project IP and commercialization, and partners engaged.

g. Investigate and respond accordingly to allegations of misconduct and other policy breaches.

h. Report allegations of misconduct and the result of investigations to the Secretariat for the Responsible Conduct of Research.

4. CONFLICT OF INTEREST

An essential component of research integrity is promptly identifying and addressing any real, potential, or perceiving conflict of interest.

A conflict of interest or a potential conflict of interest, whether real or perceived, exists when a member of the College is in, may be in, or is perceived to be in a position to use research and scholarly activity for personal gain, to the detriment of the institution, its research partners, or clients. A conflict arises when an individual's private, personal or commercial interests may be incompatible or in conflict with their responsibilities as a researcher or research administrator. Such a conflict exists when the individual has the opportunity to advance or protect their own interests, or the interest of others with whom they have a relationship, in a way that is detrimental to the interests of the college and/or its research partners or clients, or potentially harmful to the integrity or mission of the College. Conflicts of interest can be either individual or institutional in nature.

4.1. An individual conflict can be defined as any external activity or undertaking that places an individual in a position that:

a. Influences College research, education or business for personal gain or the gain of others with whom there is a personal, or potential personal, relationship.

b. Individual conflicts of interest often derive directly from opportunities to participate in externally funded research and in a subsequent interplay between the results of the research and the individual's person or monetary interests. Such situations frequently place individuals in a position to manage contracts, select equipment and supplies, involve students in sponsored research, or play administrative roles that demand the utmost in integrity and honesty. Even the appearance of an apparent conflict can have a negative impact on the College and an individual in the eyes of the College and the broader community.

c. A conflict of commitment occurs when an external activity or undertaking interferes with or prevents the discharge of an individual's college responsibilities, as defined by the individual's employment contract.

d. Institutional conflicts of interest may occur when the College enters a contractual relation with external bodies, typically private corporation but sometimes government agencies, that bring it into potential conflict with its mandate, the personal activities of the members of its Board of Governors, or even its status as an educational institution. These potential conflicts must be monitored by the governing body of the College.

4.2. Anyone engaged in research or scholarly activities should consciously attend to real, potential, and perceived conflicts of interest. When identified, they must report and mitigate these conflicts of interest as per the *College's Code of Conduct Policy*.

5. BREACH OF RESPONSIBLE CONDUCT OF RESEARCH POLICY

The following behaviours and/or actions demonstrate a lack of research integrity and constitute a breach of Tri-Agency Framework: Responsible Conduct of Research:

- Fabrication of information, which includes making up data, source material, methodologies, or findings, including graphs and images.

- Falsification of information, which include manipulating, changing, or omitting data, source material, methodologies, or findings, including graphs and images, without appropriate acknowledgement, such that the record is not accurately represented.

- Intentional misrepresentation of research data and results.

- Serious deviation from appropriate research practices that are commonly accepted within the scholarly and scientific community for proposing, conducting, or reporting research within a given discipline.

- The destruction of one's own or another's research data or records or in contravention of the applicable funding agreement, College policy and/or laws, regulations, and professional or disciplinary standards. This also includes the destruction of data or records to avoid the detection of wrongdoing.

- Unauthorized appropriation of another's work, or theft of ideas or intellectual property, or plagiarism.

- The re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification.

- Inadequate acknowledgement of contribution, including the failure to recognize or acknowledge the contribution of others, including co-researchers, research assistants, students, and partners.

- Copyright violations, including of archival material.

- Violation of intellectual property rights or moral rights.

- Inaccurate attribution of authorship, including attribution of authorship to persons other than those who have contributed sufficiently to take responsibility for the intellectual content, or agreeing to be listed as author to a publication for which one made little or no material contribution.

- Failure to appropriately manage any real, potential, or perceived conflict of interest, in accordance with the college's policy on conflict of interest in research.

- Preventing one or more of the objectives of the Tri-Agency Framework: Responsible Conduct of Research from being met.

- Harassment, discrimination, or abuse as defined in the College *Code of Conduct Policy*.

- Coercion by senior officials or persons in a position of power, research sponsors, private or public organizations or government agencies of supervisory staff, research staff, students etc.

- Abuse of power by supervisory staff directed at collaborators, assistants, students, partners, and others associated with the research.

- Financial misconduct including, but not limited to, failure to account for, or misapplication or misuse of, funds or facilities or materials acquired for support of research, failure to comply with the terms and conditions of grants and contracts, and the use of the College resources, facilities, and equipment without approval of the College.

- Knowing violation of contractual agreements related to one's project.

- Failure to comply with applicable federal or provincial statutes, regulations, or legislation for the protection of researchers, human subjects or participants, or failure to have due regard for the health and safety of co-workers, the public, or for the welfare of laboratory animals.

- Failure to meet any other relevant legal requirements that relate to the performance of research, or, for grant holders, failure to meet the requirements or regulations of the relevant agency concerning the performance of research.

- Failure to manage appropriately any real, potential, or perceived conflict of interest.

- Misrepresentation in an agency application or related document.

- Mismanagement of grants or award funds (e.g., using grant or award funds for purposes inconsistent with the policies of the agency; misappropriating grants and award funds; contravening agency financial policies; providing incomplete, inaccurate, or false information on documentation for expenditures from grant or award accounts).
- Failure to meet agency policy requirements or comply with relevant policies, laws, or regulations for the conduct of research activities, or obtain appropriate approvals, permits or certifications before conducting research activities.

- Failure to engage Indigenous communities when developing and conducting research by, for, with, or about that specific community, its cultural knowledge, or its traditional territory.

- Failure to respect agreed upon protocols for recognizing Indigenous research sovereignty, as outlined by the Indigenous communities with which the researcher is working.

- Failure to adhere to *Ethical Conduct for Research Involving Humans Policy and Procedure*.

6. REPORTING & INVESTIGATING A BREACH OF INTEGRITY

Reporting of potential misconduct and suspected breaches of integrity is essential for maintaining the trustworthiness of research and scholarly activities at the College.

All College members play a role in identifying and addressing potential breaches fairly and in a timely fashion.
All reports will be initially treated as allegation until fully investigated.

In accordance with the Breach of Research Integrity Procedure, anyone suspecting a breach of integrity, or an act of misconduct shall report, in writing, any information pertaining to a possible breach to the Vice President, Academic, or their delegate and/or the Secretariat for the Responsible Conduct of Research.

All investigations, including assessments and resulting actions taken by the College in response, will be reported to the Secretariat for the Responsible Conduct of Research (SRCR). All reports and actions will be reviewed by the Panel on Responsible Conduct of Research, who will make recommendations to the President of the Responsible Conduct of Research.

   a. Should the Panel and the President of the Responsible Conduct of Research determine that the College's actions insufficiently address the severity of the misconduct, the President reserves the right to require additional actions from the College, which the College will undertake. There might also be steps taken by the granting agency, if applicable.

B.   DEFINITIONS

   (1)   Accountable: means required or expected to justify actions or decisions; responsible.

(2)	Agencies:	means Canada's three federal granting agencies: • The Canadian Institutes of Health Research (CIHR) • The Natural Sciences and Engineering Research Council of Canada (NSERC) • The Social Sciences and Humanities Research Council of Canada (SSHRC)
(3)	Allegation:	means a claim or assertion in writing that someone has breached the code of Conduct to the College or the Agency.
(4)	Breach:	means an act of breaking or failing to observe a law, agreement, or code of conduct.
(5)	Conflict of Interest:	means a conflict of interest or a potential conflict of interest exists when a member of the College is in, or may be in, a position to use research, knowledge, authority, or influence for personal or family gain or to benefit others with a personal connection, to the detriment of the institution or its research partners or clients.
(6)	Integrity:	means the quality of being honest and having strong moral principles; moral uprightness.
(7)	Research:	means an activity designed to test a hypothesis, permit conclusions to be drawn and develop or contribute to generalizable knowledge, using scientific methods and standardized protocols. Generalizable knowledge consists of theories, principles or relationships, or the accumulation of information on which they are based, that can be corroborated by accepted scientific methods of observation and inference.
(8)	Researcher:	means a person who anticipates undertaking or in any way being engaged with research of any type involving human participants; conducts academic or scientific research on behalf of Keyano College. For example, but not limited to, full-time or part-time employees, contract employees, unpaid associates, volunteers, students, industry partners, etc.
(9)	Scholarly Activity:	means a creative work that is peer reviewed and publicly disseminated. There are several basic forms of scholarship, which are: discovery of new knowledge; development of innovative technologies, methods, materials, or uses; and

Integration of knowledge leading to new understanding.

C.   RELATED POLICIES

- Code of Conduct Policy
- Student Code of Conduct Policy
- Academic Integrity Policy
- Ethical Research Involving Humans Policy
- Academic Freedom Policy

D.   RELATED LEGISLATION

- *Access to Information Act*
- *Copyright Act*
- *Post-Secondary Learning Act*
- *Protection of Privacy Act*

E.   RELATED DOCUMENTS

- Goverment of Canada: Open Access
- Government of Canada: Selecting the Appropriate Federal Granting Agency
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)
- Tri-Council Framework: Responsible Conduct of Research
- Public Communications Policy of the Federal Research Funding Organizations
- Government of Canada: Conflict of Interest and Confidentiality
- Tri Council: Research Data Management Policy
- Guidelines for the General Research Fund (NSERC and SSHRC only)
- Guidelines for the General Graduate Studies Fund (NSERC and SSHRC only)
- Government of Canada: Legal Assistance and Indemnification Provisions for Volunteers Serving on External Advisory Bodies
- Government of Canada: Joint Policy on Peer/Merit Review Financial Recompense
- Government of Canada: Self-Identification Data Collection in Support of Equity, Diversity, and Inclusion
- Tri-Council Policy on the Use of Funds for Federal Government Employees Applying to Granting agency programs
- Government of Canada: Guidance on the Use of Artificial Intelligence in the Development and Review of Research Proposals
- Government of Canada: Policy on Sensitive Technology Research and Affiliations of Concern
- Breach of Research Integrity Procedure
- Research Integrity Authorship Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
7/15/2018	New Policy	All	Executive Assistant, Academic	Vice President, Academic
02/01/2020	Review	All	Executive Assistant, Academic	Vice President, Academic
04/14/2025	Formatting and content review. Old Integrity in Research Activity Policy will be rescinded.	All	Research Chair, Scholarship of Teaching & Learning REB Chair	Director, Academic Experience