

#3 Planning and conducting a project responsibly

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1) Who is responsible

Researchers have primary responsibility for the responsible design and conduct of their research, as well as for responsible research outputs. It is the institutional responsibility of Griffith University to provide support, professional development and resources to assist Griffith University researchers to meet their responsibilities (see 4.0 below).

2) National Guidelines

The [Australian Code for the Responsible Conduct of Research](#) (2018) is the Australian standard for research integrity/the responsible conduct of research.

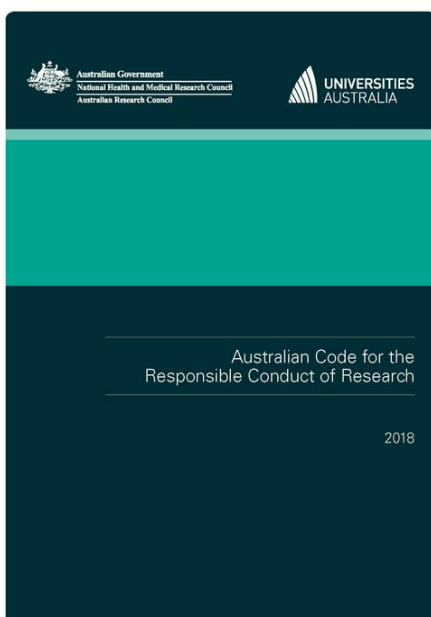
3) Griffith University's approach

The [Responsible Conduct of Research policy](#) describes Griffith University's implementation of the Australian Code (2018). That policy is complemented by the fourteen sheets of the Research Integrity Resource Sheets series.

4) Your responsibilities

The [2018 version of the Australian Code](#) list the eight principles of responsible research conduct and sixteen responsibilities of researchers with regard to research integrity matters. These researcher responsibilities are:

- R14. Support a culture of responsible research conduct at their institution and in their field of practice.
- R15. Provide guidance and mentorship on responsible research conduct to other researchers or research trainees under their supervision and, where appropriate, monitor their conduct.
- R16. Undertake and promote education and training in responsible research conduct.
- R17. Comply with the relevant laws, regulations, disciplinary standards, ethics guidelines and institutional policies related to responsible research conduct. Ensure that appropriate approvals are obtained prior to the commencement of research, and that conditions of any approvals are adhered to during the course of research.
- R18. Ensure that the ethics principles of research merit and integrity, justice, beneficence and respect are applied to human research.



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Griffith University Research Integrity web page

[https://www.griffith.edu.au/
research/research-
services/research-ethics-
integrity/research-integrity](https://www.griffith.edu.au/research/research-services/research-ethics-integrity/research-integrity)

ON THE PAGE



Link to Australian Code



**Link to Griffith University's
responsible research policy**



**The Research Integrity
Resource Sheets**



**A resource paper about
HDR candidate research
outputs**



**List of RIAs and their
contact details**



**Aboriginal Knowledge and
Intellectual Property
Protocol Community Guide**



**Research Data
Management**



International links



- R19. Engage with Aboriginal and Torres Strait Islander peoples and respect their legal rights and local laws, customs and protocols.
- R20. Ensure that the 3Rs (Replacement, Reduction and Refinement) are considered at all stages of research involving animals and minimise the impacts on animals used in research and in so doing support the welfare and wellbeing of these animals.
- R21. Ensure that the 3Rs (Replacement, Reduction and Refinement) are considered at all stages of research involving animals and minimise the impacts on animals used in research and in so doing support the welfare and wellbeing of these animals.
- R22. Retain clear, accurate, secure and complete records of all research including research data and primary materials. Where possible and appropriate, allow access and reference to these by interested parties.
- R23. Disseminate research findings responsibly, accurately and broadly. Where necessary, take action to correct the record in a timely manner
- R24. Disclose and manage actual, potential or perceived conflicts of interest.
- R25. Ensure that authors of research outputs are all those, and only those, who have made a significant intellectual or scholarly contribution to the research and its output, and that they agree to be listed as an author.
- R26. Acknowledge those who have contributed to the research.
- R27. Cite and acknowledge other relevant work appropriately and accurately.
- R28. Participate in peer review in a way that is fair, rigorous and timely and maintains the confidentiality of the content.
- R29. Report suspected breaches of the Code to the relevant institution and/or authority.

Everyone involved in the design, conduct and reporting of research under the auspices of Griffith University (as defined by the [Griffith University responsible research policy](#)) are required to be conversant with the eight principles and sixteen researcher responsibilities.

A researcher who is unsure of how the principles and responsibilities

#3 Planning and conducting a project responsibly

Tips to plan for success

a) Familiarise yourself with Griffith University's research integrity arrangements by reading the other sheets in this series.

b) Identify whether there are any areas where you need capacity building/professional development, then consult the relevant area of the University provides relevant resource material and activities on the subject.

c) After consulting the available resource material and participating in available professional development/capacity building, if you're still unsure how to apply the standard to your practice, consult your local Research Integrity Adviser.

d) If you're consulting with a researcher, **especially if they are based at another institution**, carefully follow the tips in Research Integrity Resource Sheet #5.

apply to their work or how to incorporate them into their practice must seek advice and assistance (see below). Failure to follow the guidance in the available resource materials can have serious consequences (see **8 Consequences of missteps** below).

5) Planning for success

Given the potentially severe consequences of missteps, even if inadvertent or errors made in good faith (see **8 Consequences of missteps** below), it would be understandable if an HDR candidate or early career researcher felt apprehension about research integrity matters.

Fortunately, with a bit of careful planning, preparation and reflection it is possible not only to avoid sticky problems but also to improve the quality of your research.

The list in the sidebar on page 3 provides tips on how Griffith University researchers can plan for success.

6) The life cycle of a project

The eight principles and 16 researcher responsibilities described by the [Australian Code \(2018\)](#) include considerations from the early conception and design of a project, through the conduct of the work, the collection/generation/access of data, analysis, write up, the research outputs, the retention and appropriate disposal of the data/materials and beyond.

Griffith University researchers are expected to adhere to the principles and responsibilities throughout the life cycle of their projects.

7) Responsible research outputs

With regard to research outputs, Griffith University researchers have the following responsibilities:

- (i) Research outputs should be accurate, be ethical and reflect a commitment to research integrity.
- (ii) Any harms that might arise from the output must be justified by its benefits.
- (iii) (As per Researcher Responsibility 23) If there are any problems with a research output, including its coverage in the media, Griffith University researchers must take steps to address the problem and/or correct the record.

Griffith University researchers are also expected to avoid publishing with questionable publishers (otherwise referred to as predatory publishers, illegitimate publishers, vanity publishers and pay-to-play publishers).

OR CONTACTS

Manager, Research Ethics and Integrity

Tel: (07) 373 54375
research-ethics@griffith.edu.au

Policy Officer, Research Ethics and Integrity

Tel: (07) 373 58043
research-ethics@griffith.edu.au

Research Ethics Systems and Support Officer

Tel: (07) 373 5 2069
research-ethics@griffith.edu.au



8) Consequences of missteps

Breaches of the Australian Code (including the more serious research misconduct) can have serious consequences, including potentially disciplinary proceedings (see RIRS#12-15 for more on this). Commentary suggests that a researcher who is found to have committed research misconduct might experience a reduction in their citation impact in excess of 85% and a marked harm to their reputation.

There is analysis that suggests the citation impact of researchers who have had a forced retraction suffers by at least 10% and that drop lasts for in excess of 10 years. The drop can be more than 60% if the retraction is associated with a finding of research misconduct.

It is worth noting:

- (i) Where the work involved a team of researchers the drop is experienced by all co-researchers, not just the researcher who was responsible for the problem.
- (ii) Early career researchers suffer a greater drop than more experienced researchers.
- (iii) Because there isn't any agreed classification of retractions, good-faith errors, self-retractions and 'publisher errors', any retraction can cause the same career harms as more egregious problems.

It is essential for researchers to be aware of their research integrity responsibilities and adhere to the principles and requirements found in the [Australian Code \(2018\)](#), the associated good practice guides, and University policy. When involved in collaborative research, Griffith University researchers should have an early conversation with collaborators about research integrity to ensure there is a shared understanding of the requirements and issues, as well as the consequences of missteps. The consequences of not doing so are too serious to be ignored.

9) Scope of these matters

These guidelines apply to all Griffith University research, regardless of whether the work requires ethical or biosafety clearance, the expertise of the parties, the methodology/design used, and/or the funding for the work (if any).

10) Sources of advice

Researchers are urged to consult the [other resource sheets](#) in this series. Researchers with further questions should consult a Research Integrity Adviser ([RIA](#)) (whether in their Group or elsewhere in the University) or the Office for Research.

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