RESEARCH AND KNOWLEDGE EXCHANGE ETHICS GOVERNANCE FRAMEWORK

Introduction

1. The purpose of this document is to promote awareness of ethical principles and ethical issues,clarify the rights and obligations of the staff and student body at University of Suffolk, and to outline the ethical framework for their consideration.

2. University of Suffolk facilitates a research ethics process to ensure that its research and knowledge exchange (KE) activity is conducted according to appropriate ethical considerations, while also following standards of professional practice and wider legal obligations. This framework includes principles designed to provide safeguards for researchers, participants and others working on the research and KE activity. Ethics in research and knowledge exchange is a continuous process that must be actively considered, understood, and applied by the researcher throughout the entire research life cycle. This includes revisiting ethical considerations as needed at various stages, from proposal development to data collection, writing, publication, and the dissemination of results.

3. This framework applies to all subject areas and to all members of staff and students involvedin research at University of Suffolk including its staff and students conducting research and knowledge exchange outsidethe University as well as any persons not employed by the University but with permission to carry out research with the University. This Framework has been designed to encourage goodconduct in research, assist researchers to meet legal and ethical requirements and help prevent research misconduct.

4. The principal ethical consideration should be to ensure the maximum benefit of the research whilst minimizing the risk of actual or potential harm. Ethical procedures should seek to protect,as far as possible, all groups involved in research including participants, researchers and research teams, non-academic collaborative researchers (and organizations), funders and the wider public, throughout the lifecycle of the research. The research lifecycle includes the planning stage, the period of funding for the project and all activities that relate to the project once funding has ended. The research lifecycle also includes knowledge exchange and impactactivities, the dissemination process and the archiving, future use, sharing and linking of data.

5. The University of Suffolk is compliant with Concordat to support research integrity and expects all aspects of research to meet the highest standards of ethics and integrity in those researchers:

a) Comply with ethical and legal obligations as required by statutory and regulatory authorities,including seeking ethical review and approval for research as appropriate.
b) Ensure that any research undertaken complies with any agreements, terms and conditionsrelating to the project, and allows for proper governance and transparency.
c) Seek to ensure the safety, dignity, wellbeing, and rights of those associated with the research.
d) Be honest in proposing, conducting, and reporting research and endeavour to ensure the accuracy of research data and results and acknowledge the contributions of others.
e) Effectively manage any conflicts of interest, reporting these to the appropriate authority asnecessary.
f) Take responsibility for the trustworthiness of their research.
g) Be aware of and adhere to regulations and policies related to their research.
h) Keep clear, accurate records of all research in ways that will allow verification and replication of their work by others.
i) Share data and findings openly and promptly as soon as they have had an opportunity to establish priority and ownership claims.
j) Take responsibility for their contributions to all publications, funding applications, reports, and other representations of their research.
k) Acknowledge in publications the names and roles of those who made significant contributions to their research.
l) Disclose financial and other conflicts of interest that could compromise the trustworthiness of their work in research proposals, publications, and public communications.
m) Limit professional comments to their recognized expertise when engaged in public discussions about the application and importance of your research findings and distinguish professional comments from opinions based on personal views.
n) Report to the appropriate authorities any suspected research misconduct, including fabrication, falsification or plagiarism, and other irresponsible research practices that undermine the trustworthiness of their research.

Ethical Framework for conducting research with humans and animals.

6. The following ethical principles govern research with humans:

a) The principle of respect for persons acknowledges the dignity and autonomy of individuals and requires that people with diminished autonomy be provided with special protection. This principle requires that participants give informed consent to participation in research. Becauseof their potential vulnerability, certain populations are provided with additional protections. These include children, prisoners, and vulnerable adults.

b) The principle of beneficence requires us to protect individuals by seeking to maximize anticipated benefits and minimize possible harms. It is therefore necessary to carefully examine the design of the study and its risks and benefits including, in some cases, identifyingalternative ways of obtaining the benefits sought from the research. Research risks must always be justified by the expected benefits of research.

c) The principle of justice requires that we treat participants fairly. For example, participants should be carefully and equitably chosen to ensure that certain individuals or classes of individuals - such as prisoners, elderly people, or financially impoverished people - are not systematically selected or excluded, unless there are academically or ethically valid reasons for doing so. Unless there is careful justification for an exception, research should also not involve persons from groups that are unlikely to benefit from subsequent applications of the research.

7. Each of these principles carries strong moral force, and difficult ethical dilemmas arise when they conflict. A careful and thoughtful application of the principles will not always achieve clear resolution of ethical problems. However, it is important to understand and apply the principles,because doing so helps to assure that people who agree to be research participants will be treated in a respectful and ethical manner. Nothing that is said in these principles and guidelines will absolve the responsibility of the researcher to act in accordance with the best interests of the participants.

8. These principles are to apply to research with human participants. They are intended to provide both the general principles and rules to cover situations encountered by researchers. They have as a primary aim, the welfare and protection of the individuals and groups with whom researchers work. It is the individual responsibility of each researcher to aspire to the highest possible standards of conduct in carrying out research.

9. Researchers should respect and protect human and civil rights. Some areas of experience and behaviour will be outside the reach of research for ethical reasons. These guidelines havebeen adapted from the ethical guidelines of a variety of professional and other bodies involvedin conducting research with participants.

10. The University of Suffolk Research Ethics Committee reviews applications from staff. The University of Suffolk PGR Research Ethics Committee reviews applications from PGR students. The School Ethics Committees review applications from undergraduate and taught postgraduate courses.

The Membership

11. The membership of the University of Suffolk Research and Knowledge Exchange Ethics Committee consists of:

- Pro Vice Chancellor Research and Knowledge Exchange (Chair)
- Research Institute Directors * 4
- Associate Deans of Research and Knowledge Exchange * 3
- Associate Director, Research and Knowledge Exchange (Funding and Contracts)
- Head of Research Culture and Knowledge Exchange
- Head of Suffolk Doctoral College
- Head of Data Governance
- Early Career Researchers * 2
- Lay Member
- Research Institute Coordinator (Secretary)

Co-opted, by invitation The Chair will invite individuals with relevant expertise and knowledge to provide information and advice to the University Research and Knowledge Exchange Ethics Committee, and/or participate in meetings or other work of the Committee, as necessary.

A quorum of the Committee shall comprise a minimum of 40% of the members, excluding co-opted members and including the Chair or Deputy Chair.

Roles and responsibility

12. As a central part of its role, the University Research Ethics Committee has formal responsibility for the approval of all research and knowledge exchange conducted at the University of Suffolk. This responsibility is subdelegated to Schools for all undergraduate and postgraduate taught student research, which may in turn devolve responsibility for approval as appropriate while retaining overall oversight of the process.

13. The schools should include an external lay member in the discussion of ethical issues.

14. In all cases of research, whether conducted by staff or students at the University of Suffolk, approval must be obtained prior to the commencement of the research from the relevant approval body.

15. Where research also requires approval from an outside body, for example, an NHS

Research Ethics Committee, the research proposal shall be submitted for approval to such bodies. This will normally take place once it has been approved through the University of Suffolk procedures.

16. The schools will report to the University of Suffolk Research and Knowledge Exchange Ethics Committee and include asummary of their actions in relation to research ethics and any issues for consideration by University of Suffolk Research and Knowledge Exchange Ethics Committee.

17. Where significant changes are subsequently made to a project it is the responsibility of staffmembers to ensure that further ethical review is sought. In the case of student projects, it is the responsibility of the student to bring changes to the attention of their supervisor and then (if required) the relevant review committee.

18. ln all cases researchers must consider the ethical implications of their research and the personal consequences for the participants in that research. ln conducting research, researchers should interfere with the participants or context from which data are collected onlyin a manner that is warranted by an appropriate research design and that is consistent with researchers' roles as academic researchers.

19. Researchers should recognize in terms of the participants that in a multicultural and multi-ethnic society with diverse religious belief and value systems, where investigations involve individuals of different ages, gender and social background, researchers may not have enough knowledge of the implications of any investigation for the participants.

Sanctions

20. Any deliberate or negligent breach of the University Ethics Policy, whether through omission,misdirection or fraud is a serious disciplinary matter. Significant breaches of this policy will beinvestigated by University Ethics Committee under the Disciplinary Procedure or (in the case of students) under the relevant academic conduct regulations. Where an investigation finds that a breach has indeed occurred then the University will (in line with its contractual responsibilities) inform any relevant funders or professional associations. Additionally, where a breach concerns a staff member substantively employed elsewhere the University may passthe factual details of the case to the primary employer (this is specifically relevant to Clinical Staff with honorary/associate contracts).

Research potentially requiring ethical approval

21. The following potentially requires ethical approval

a) Potentially vulnerable people, for example children and young people, those with a learning disability or cognitive impairment, or potentially vulnerable individuals in a dependent or unequal relationship.

b) People who lack capacity to make decisions or who during the research project come to lack capacity. Such research should be reviewed by an appropriate body operating under the Mental Capacity Act 2005.

c) Potentially sensitive topics, for example participants' sexual behaviour, illegal or political behaviour, experience of violence, abuse or exploitation, mental health, their personal or familylives, or their gender or ethnic status. Elite interviews may also fall into this category.

d) Deceased persons. Researchers should adhere to relevant legislation e.g.,Human Tissue Act 2004, Human Tissue Authority and to the relevant NHS policy requirements for REC reviews.

e) Administrative or controlled data. Appropriate approval within the relevant governance regime(s) is needed for use of these datasets. In many cases a light-touch review confirmingthat researchers have met these requirements will be enough. Issues however may arise whendata are linked and where it may be possible to identify participants.

f) Individuals or groups where permission of a gatekeeper is normally required for initial or continued access to participants. This includes research involving gatekeepers such as adult professionals (e.g. those working with children or the elderly), or research in communities (in the UK or overseas) where access to research participants is not possible without the permission of another adult, such as another family member (e.g. the parent or husband of the participant) or a community leader, and research where participants are in a dependent relationship with the gatekeeper (e.g. employees recruited through their workplace). Permission for access to other Ethical Framework for conducting research with humans and animals – July 2020 4 groups, for example participants in a long-term cohort study, may also need to be requested from a data producer who controls access to the group.

g) Justified deception or research conducted without participants' valid and informed consentat the time the study is carried out. It is recognized that there are occasions when the use of covert research methods is necessary and justifiable, and consent may need to be managedat a point beyond the completion of research fieldwork.

h) Access to records of personal or sensitive confidential information, including genetic or otherbiological information, concerning identifiable individuals.

i) Intrusive interventions or data collection methods, for example the administration of

substances; vigorous physical exercise; or techniques where participants are persuaded to reveal information which they would not otherwise disclose during everyday life. Also, researchwhich would or might induce psychological stress, anxiety, or humiliation, or cause more thanminimal distress.

j) Risk to the safety of the researcher, for example researchers working in the field and international research assistants working outside the UK in their own community.
k) Members of the public (PPI involvement) in a research capacity in research data.
l) International partners or research undertaken outside of the UK where there may be issues of local practice and political sensitivities.
m) social media and participants recruited or identified through the internet, when the understanding of privacy in these settings is contentious where sensitive issues are discussed, for example, in 'closed' discussion groups where there is potential for quotes to be identifiableand including where visual images are used.
n) Other visual / vocal methods, particularly where participants or other individuals may be identifiable in the material (images, sound recordings) used or generated.
o) Linking or sharing of personal data or confidential information beyond the initial consent given (including linked data gathered outside of the UK), for example where the research topicor data gathering involves a risk of information being disclosed that would require the researchers to breach confidentiality conditions agreed with participants.

Proportionate ethical review.

22. The Proportionate Review Process (PRS) may be used where the proposed research raises only minimal ethical risk. This research must focus on minimally sensitive topics; entail minimal intrusion or disruption to others; and involve participants who would not be considered vulnerable in the context of research.

Participatory photography projects

23. Ethical issues arise as an everyday part of participatory photography projects, especially whenthe resulting images are used publicly.

a) Choice: The researcher should always provide participants with clear choices about the content of their work including the right to withdraw from part or all of project activities, always.Ethical Framework for conducting research with humans and animals.
b) Creativity: Creativity is the essence of participatory photography projects. The creative spaceneeds to be protected and respected for projects to flourish.
c) Partnership: The researcher understands their participants needs; can provide ongoing support to participants throughout the project; and that is committed to the participatory

process.

d) Cultural Sensitivity: Ensure that all projects are culturally sensitive and appropriate (trainedphotographer; use locally relevant images; use culturally sensitive codes of behaviour and language in workshops; and be sensitive to local customs around image content and image taking).

e) Ownership: Many projects culminate in a public or targeted exhibition of participants' work. This is an exciting time in a project, when participants feel a sense of pride and validation. Butit can also bring tensions and pressures. There are natural anxieties about public exposure; detailed decision around editing and image use; protection considerations and wider issues about communication and public messages. It is important that participants remain informed,engaged in the decision-making process, and retain a sense of ownership over their work.

Consent to Research

24. Prior to conducting research (except research involving only anonymous surveys, naturalistic observations, or similar research), researchers should, whenever possible, enter into an agreement with participants that clarifies the nature of the research and the responsibilities of each party.

25. Researchers should use language that is understandable to research participants in obtaining their appropriate informed consent. Such informed consent shall be appropriately documented prior to any research being conducted, in accordance with the standards of any professional body.

26. Using language that is reasonably understandable to participants, researchers should inform them of the nature of the research; they should inform participants that they are free to participate or to decline to participate or to withdraw from the research; they should explain the foreseeable consequences of declining or withdrawing; they should inform participants of significant factors that may be expected to influence their willingness to participate.

27. When researchers conduct research with individuals such as students or employees, researchers should take special care to protect the prospective participants from adverse consequences of declining or withdrawing from participation.

28. Where research is being conducted with children or other individuals who are unable to give consent, or who are unable to understand the nature of the research process for other reasons,

special care should be taken to safeguard their interests.

29. Special safeguards need to be in place for research with vulnerable populations. Every effort should be made to secure freely given informed consent that participants have actively provided, ensuring they have the time and opportunity to access support in their decision-making. Where children, or other individuals, who are unable to understand the nature of the research process, may be the participants of research lack of participation in the research procedures should be taken as a withdrawal of consent at that point.

30. Research with children, young people, and vulnerable adults, e.g., those with mental health problems or learning disabilities, should be undertaken with care. Any researcher undertakingresearch with children, or adults considered at risk should undergo a Disclosure and Barring Service (DBS) check. Guidance should also be followed as per University Safeguarding Policy.

31. The research protocol should detail the role and responsibilities of individuals on whom theresearch participant is dependent (e.g., parents, carers, 'gate keepers'), and should indicate how consent is being sought from the participant ('real consent').

32. If researchers consider that human participants in research are subject to unreasonable risk or harm, they must report their concerns to their manager or other appropriate person in the University and where required, to the appropriate regulatory authority. If the research is taking place in a setting away from the University, for example, a school they must follow the safeguarding protocols of the setting/organisation as well as reporting any concerns to the University. Similarly, concerns relating to the improper and/or unlicensed use or storage of human material, or the improper use or storage of personal data, should be reported.

33. While in most cases a written/electronic consent form is used, in some situations it may be preferable to obtain participants' consent verbally rather than in writing. Participants should be provided with adequate time between receiving information about the study and consenting. The duration for consideration may vary based on project design, participant characteristics, and research context. Researchers must ensure a record of the consent process exists, although the method depends on the project's nature and the rationale for opting for verbal consent. Where consent is not to be recorded or explicitly secured, a full statement justifying this approach should be submitted as part of the ethics application. It is recommended to think of verbal consent as an ongoing process, particularly in long-term or longitudinal projects as an addition to the written

consent.

34. For people who are legally incapable of giving informed consent, researchers nevertheless
    a) should provide an appropriate explanation
    b) should obtain the participant's assent, and
    c) should obtain appropriate consent from a legally authorised person.

35. Researchers will obtain informed consent from research participants prior to filming or recording them in any form, unless the research involves simply naturalistic observations in public places, and it is not anticipated that the recording will be used in a manner that could cause personal identification or harm.

Collection and retention of data

36. University of Suffolk and researchers should comply with all legal, ethical, funding bodyand organisational requirements for the collection, use and storage of data, especiallypersonal data, where particular attention should be paid to the requirements of data protection legislation. They should also maintain confidentiality to protect intellectual property rights.

37. University of Suffolk and researchers should ensure that research data relating to publications is available for discussion with other researchers, subject to any existing agreements on confidentiality.

38. Data should be kept intact for any legally specified period and otherwise for three yearsat least, subject to any legal, ethical, or other requirements, from the end of the project.It should be kept in a form that would enable retrieval by a third party, subject to limitations imposed by legislation and general principles of confidentiality.

39. University of Suffolk and researchers should comply with any subject-specific requirements for the retention of data; for example, certain disciplines, such as health and biomedicine, may require research data to be retained for a considerably longer period.

40. If research data is to be deleted or destroyed, either because its agreed period of retention has expired or for legal or ethical reasons, it should be done so in accordancewith all legal, ethical, research funder and organizational requirements and with particular concern for confidentiality and security.

41. Researchers should consider how data will be gathered, analysed, and managed, andhow and in what form relevant data will eventually be made available to others, at an early stage of the design of the project.

42. Researchers should collect data accurately, efficiently, and according to the agreed design of the research project and ensure that it is stored in a secure and accessibleform.

Incentives for participation in Research

Payments research volunteers

43. This guidance is provided to support researchers in adopting best practice when using incentives for research participants. Principal Investigators conductingresearch involving human participants have a responsibility to treat participants fairly and withrespect. Research participants may be reasonably remunerated for their time, expenses and potential inconvenience while participating in a research study. The purpose of the incentives for participation in research guidance is to highlight the specific considerations raised by the provision of voucher payments or cash to research participants. Payments and reimbursements are essential to ensuring that involvement in research activities is as equitable and accessible as possible. We encourage all researchers to ensure that financial concerns are not a barrier to public involvement in their work. It is important that members of the public who are asked to become involved in this work are offered payment for their involvement and are informed of the rates being offered before they agree to undertake the work. There are no nationally recommended rates of payment. The decision about whether tooffer payment for public contributions is ultimately up to the Principal Investigator of the research project. What is appropriate will be different for each project, depending on what is required of the public contributors, the resources available and the individual circumstances of the contributors.

Deception in Research

44. It is accepted that there may be occasions where deception in research is necessary and justified. However, researchers should not conduct a study involving deception unless they have determined that the use of deceptive techniques is strongly justified by the study's prospective scientific, medical, or educational value and that equally effective alternative procedures that do not use deception are not feasible. This should have the explicit approvalof the relevant School.

45. The withholding of information or the misleading of participants is unacceptable except where strong justification is given and where prior approval has been received from the relevant

School.

46. Researchers should never deceive research participants about significant aspects that would affect their willingness to participate, such as physical risks, discomfort, or unpleasant emotional experiences.

47. Any other deception that is an integral feature of the design and conduct of an experiment must be explained to participants as early as is feasible, preferably at the conclusion of their participation, but no later than at the conclusion of the research.

Withdrawal from the study

48. At the outset of the study researchers should make it clear to participants that they have the right to withdraw.

49. In the light of the experience of the research, or because of debriefing, the participants have the right to withdraw retrospectively any consent given, and to require that their own data, including recordings, be destroyed.

50. Researchers must take measures to honour all commitments they have made to research participants.

Protection of participants

51. Researchers have a primary responsibility to protect participants from physical or mental harm during the investigation. Normally the risk of harm must be no greater than in ordinary life i.e., participants should not be exposed to risks greater than or additional to those encountered in their normal lifestyles. Participants must be asked about any factors in the procedure that may create a risk, such as pre-existing medicalconditions, and must be advised of any special action that they should take to avoid risk.

52. During the research, a researcher may obtain information about, or evidence of physical, medical, or psychological problems of which the participant is unaware. In such a case, the researcher has a duty to inform the participant if the researcher believes that by not so doing, the participant's future well-being may well be endangered.

53. If during the research a participant solicits advice or help from the researcher, caution should be exercised. If the issue is serious, and the researcher is not qualified to offerhelp, then

the appropriate source of professional advice should be recommended.

54. Participants should be informed of procedures for contacting the researcher within a reasonable time following participation, should stress, potential harm, or related questions, or concerns arise despite the precautions required by these principles and guidelines. Where research procedures might result in undesirable consequences for participants, the researcher has the responsibility to detect and remove or correct these consequences.

55. Where research may involve behaviour or experiences that participants may regard as personal and private, the participants must be protected from stress by all appropriatemeasures, including the assurance that answers to personal questions need not be given. There should be neither concealment nor deception when seeking information that encroaches on this privacy.

56. In conducting research with children, great caution should be exercised when discussing the results with parents, carers, and teachers.

Research data confidentiality

57. Research participants have a right to remain anonymous. It applies to the collection of databy means of cameras, tape recorders, and other data-gathering devices, as well as data collected in face-to-face interviews or in participant-observation.

58. Research participants should understand the capacities of such devices; they should be free to reject them if they wish. In the event that confidentiality cannot be assured to participants, the participant must be warned of this prior to giving consent.

59. Researchers are expected to keep clear and accurate records of all results obtained including primary data, interim results, and final outcomes, as well as the procedures followed,and approvals granted.

60. Data should be stored securely in a paper and/or electronic format, as appropriate. Researchers should consider the accessibility of relevant data and the format in which relevantdata will eventually be made available to others. For data stored electronically a back-up should always be kept.

61. Procedures must be established within each School for the retention of data, and all researchers must comply with these procedures. Each School is responsible for providing

enough space and other resources to enable storage of data, and for the security of that data.It is vital that researchers check the terms of their funding and if the institution is responsible for long term storage costs these must be written into grant application.

62. Researchers must comply with the terms of the GDPR whenever they are holding information from which a living person can be identified. This is known as ‘personal data’. TheAct defines a special category of personal data as ‘sensitive’, and the lawful use of this data isfurther restricted under the Act. Sensitive personal data includes the state of individuals’ mental or physical health; their religious, philosophical, or political beliefs; trade union membership; their criminal record; their racial or ethnic origin and details of their sexual life.

Training

63. It is the responsibility of the University to ensure that there are adequate provisions for training and development to enable research staff to attain necessary skills for their current role, and to support their future career development.

64. It is essential to ensure that there is adherence to all Health and Safety regulations produced by law, the University, or other relevant bodies. The safety of the participants, staff, and students, connected with the research must always have priority.

Contracts

65. The Research Directorate will support researchers with contracts and other related documentation, for example, memorandum of understanding. A written contract or agreementis important in some research endeavours in that it clarifies the legal obligations of the University and those of any Sponsor, funding body, collaborator, or research partner. Any contract shouldaddress key issues such as publication rights, ownership of intellectual property rights, identification of the data supervisor and conditions of use for materials transferred into or out of the University.

66. All research agreements and contracts involving an external party must be signed on behalfof the University by an authorized signatory. Ethical framework for research with animals It isrecognized that there are some important differences in conducting research with other animals as distinct from participants - although some principles are in common.

67. The following principles apply specifically to research with non-human animals at the University of Suffolk:

a) A Home Office license must be obtained if it is required: In the UK the Animals (Scientific

Procedures) Act 1986 - ASPA - regulates experimentation that is likely to cause distress to non-human animals. Persons and institutions performing defined procedures under licenses (issued by the Home Office) are immune from prosecution under the animal cruelty laws. To obtain a license a range of home Office requirements must be met. Researchers must be trained, and premises must be constructed and maintained to high standards. Home Office inspectors can advise on whether a license is needed. Details of the law on scientific researchand testing involving animals, and guidance on applying for licenses may be found on the Home Office Website.

b) Replacement, reduction, and refinement will be sought wherever possible: This means thatUniversity of Suffolk staff and students will show a respect for all life forms. Under this well- established principle, replacement means that more sentient species should be replaced by less sentient species or by non-animal alternatives wherever possible. Reduction means that the minimum number of animals should be used (usually achievable by careful experimental design and statistical analysis).

c) Husbandry of all non-human animals must show compliance with defined welfare standards.The very public nature of any educational establishment means that confusion must not arisebetween husbandry practices and experimental procedures. University of Suffolk will respondto any concern about the welfare of the non-human animals in its care: Given the sensitivity of research into animals other than humans, University of Suffolk staff and students or members of the public with concerns about the welfare of non-human animals at University ofSuffolk will be able to raise these concerns directly with the Research Ethics Committee.

Procedures

68. Each School is expected to develop a Standard Operating Procedure (SOP) for ethical review.Each SOP should include information on the following:

- Terms of reference and membership of the School Ethics Committee.
- The application process and the provision of guidelines for undergraduate and postgraduate students master taught on completing applications.
- Description of review processes which recognize differing risk levels (e.g., system of ‘proportionate’ and full review).
- Schedule of committee meetings or online review (as appropriate).
- Sources of support and resources for researchers, research integrity and ethics induction and training available for researchers, supervisors, and research leaders.
- Appeals and complaints procedures available to researchers, supervisors, and participants.
  - the approach to this should be consistent across the University.

- Where appeals need to be escalated beyond the school, they will be considered by the University Ethics Committee.
- Broader ethical issues can be referred by Schools to the University Ethics Committee for advice and guidance, for example, on a controversial issue or where a common University approach would approach be desirable.

Publication and authorship

69. University of Suffolk and researchers accept their duty to publish and disseminate research in a manner that reports the research and all the findings of the research accurately and without selection that could be misleading.

70. University of Suffolk ensures that sponsors and funders of research: respect the duty of researchers to publish their research and the findings of their research; do not discourage or suppress appropriate publication or dissemination; and do not attempt to influence the presentation or interpretation of findings inappropriately.

71. University of Suffolk provide training and support to guide researchers in the publication and dissemination of research and the findings of research that involves confidential or proprietary information. Issues relating to patents or intellectual property; findings with serious implications for public health; contractual or other legalobligations; and/or interest from the media or the public.

72. Researchers should address issues relating to publication and authorship, especially the roles of all collaborators and contributors, at an early stage of the design of a project, recognizing that, subject to legal and ethical requirements, roles and contributions may change during the time span of the Standards for organizations andresearchers.

73. Decisions on publication and authorship should be agreed jointly and communicated to all members of the research team.

74. Authorship should be restricted to those contributors and collaborators who have madea significant intellectual or practical contribution to the work. No person who fulfils thecriteria for authorship should be excluded from the submitted work.

75. Authorship should not be allocated to honorary or “guest” authors (i.e., those that do not fulfil criteria of authorship). Researchers should be aware that anyone listed as anauthor of any

work should be prepared to take public responsibility for that work and ensure its accuracy and be able to identify their contribution to it.

76. Researchers should list the work of all contributors who do not meet the criteria for authorship in an acknowledgements section.

77. Researchers must clearly acknowledge all sources used in their research and seek permission from any individuals if a significant amount of their work has been used in the publication.

78. Researchers must adhere to any conditions set by funding or other bodies regarding the publication of their research and its findings in open access repositories within a set period.

79. Researchers should declare any potential or actual conflicts of interest in relation to their research when reporting their findings at meetings or in publications.

80. Researchers should be aware that submitting research reports to more than one potential publisher at any given time (i.e., duplicate submission) or publishing findingsin more than one publication without disclosure and appropriate acknowledgement of any previous publications (i.e., duplicate publication) is unacceptable.

81. Researchers who are discouraged from publishing and disseminating their research orits findings or subjected to attempts to influence the presentation or interpretation of findings inappropriately, should discuss this with the appropriate person(s) in their organization so that the matter can be resolved.

Useful Links

- ARMA and UKRIO, 2020. Research Ethics Support and Review in Research Organizations [online]. UKRIO resources-publications-research ethics
- NHS Health Research Authority. UK Policy Framework for Health and Social CareResearch [online].
- Royal Society and UK Research Integrity Office, 2018. Integrity in Practice [online].
- UK Research Integrity Office, 2008. Procedure for the Investigation of Misconduct in Research [online].
- UKRIO, The Concordat to Support Research Integrity