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About the Reference Guide

At Toronto Metropolitan University (TMU), "SRC" refers to the full scope of Scholarly, Research, and Creative (SRC) activities. However, for consistency with the Tri-Agency Framework: Responsible Conduct of Research and the external guidelines and resources referenced in these modules, we will use the term "research" unless directly referencing TMU's Senate Policy 118: SRC Integrity.

This guide is a complementary resource to the university's Research Integrity Training Modules. The guide provides additional information on matters concerning research integrity, including an extended introduction detailing the importance of research integrity education and training, and an elaboration of research integrity values and principles as they align with the research cycle. Additional resources, case studies and tools can be located throughout this guide to further your inquiry into, and understanding of, research integrity.



Introduction

Research integrity is ever evolving. For some, research integrity denotes a set of aspirational virtues and principles one must uphold in the academic pursuit. Principles may entail trustworthiness, honesty, carefulness and rigour in the research endeavour. Research integrity is also commonly defined in opposition to a breach of research integrity, where breaches encompass unacceptable behaviours such as plagiarism, the falsification of data or the fabrication of data. Research integrity has also taken on a broader meaning that refers to the set of behaviours, practices and attitudes that inform the entire research process. In this interpretation, research integrity refers to the orientation and conduct of the individual researcher. Put simply, research integrity encompasses all the ways by which a researcher leads with integrity.

Research integrity seeks to uphold the validity of the scientific pursuit. Discussions of research integrity have gained traction to ensure the public trusts in scientific research to "advance knowledge of the social world and ... use that knowledge to improve the human condition." In promoting research integrity, institutions and regulatory bodies actively discourage breaches of research integrity due to the growing concern that any such breaches threaten the validity of science as a whole.

The advancement and support of research integrity is equally relevant in the context of global research. Research is seldom taken on as an individual pursuit, and increasingly it is a global activity. As such, there is a growing attention being paid by the international science community to upholding research integrity across geographic boundaries. There are unique regulatory, ethical and cultural challenges facing the international research community, including technological advances that permit new ways to share, collect and store data; different norms and values that may shift the purpose and use of research; and collaboration with culturally diverse communities that may pose challenges to the design and implementation of research projects. In response to the increasingly global research climate and related unique pressures, there are efforts to understand the shared principles of research integrity and also to promote and standardize research integrity from country to country. These efforts are reflected in the coordination of the World Conference on Research Integrity (WCRI).

^{1.} Nichols-Casebolt, A. (2012) 2. Hickling Arthurs Low (2009) 3. Rossouw, T.M., van Zyl, C. and Pope, A. (2014) 4. Nichols-Casebolt, A. (2012) 5. Hickling Arthurs Low (2009) 6. Hickling Arthurs Low (2009) 7. Nichols-Casebolt, A. (2012) 8. Rossouw, T.M., van Zyl, C. and Pope, A. (2013)

Overview of Research Integrity Policies

In alignment with the <u>Tri-Agency Framework: Responsible Conduct of Research (2021)</u>, all publicly funded research institutions are required to have a policy to address allegations of a breach of research integrity. Further, individual institutions are responsible for examining allegations. Supported by the Secretariat for the Responsible Conduct of Research, compliance with the Framework is a condition for funding. 10

The university's Policy 118: Scholarly, Research and Creative (SRC) Integrity Policy ensures all members of the university comply with federal, provincial and municipal legislation regarding research activities. Policy 118 serves to promote a culture of research integrity among the university's community members, provides guidance for the community regarding what may constitute a breach of the policy, ensures compliance with the standards of granting agencies, and provides a process for dealing with allegations of a breach of the policy and conflicts of interest in a fair, transparent and timely manner.

The Office of the Vice-President, Research and Innovation (OVPRI) at TMU is responsible for the administration of Policy 118 and the management of allegations of research integrity breaches, including overseeing all investigations. A "research integrity breach" relates to the violation of integrity standards associated with the conduct of any research or creative work, including, for example, plagiarism, authorship misconduct, or the manipulation or falsification of research data (see section 6.0 of Policy 118: SRC Integrity Breaches for full details). Allegations of research integrity breaches are handled seriously and addressed promptly, impartially and transparently. Confidentiality between complainants and respondents will be maintained throughout the process to the greatest degree possible. For more information regarding the management of allegations of research integrity breaches at the university, please refer to section 8.0 of Policy 118:

Allegations of SRC Integrity Breach.

Overview of Research Integrity Policies

The OVPRI works with the Research Ethics Board (REB) to uphold the integrity of research activities. However, the scope of responsibility and operational functions differ between both entities. While the OVPRI manages the procedural aspects related to research integrity (the implementation of Policy 118 and the investigation of allegations of research integrity breaches), the REB concentrates on the ethical review and approval of research involving humans, the use of animals, controlled goods and hazardous materials, among others. The REB is responsible for ensuring ethical compliance throughout the research process by overseeing key steps, such as obtaining informed consent and maintaining participant confidentiality, all to minimize potential harm. The REB has the authority to approve, reject, request modifications or terminate proposed or ongoing research to ensure ethical standards are met. Broadly, Policy 118, managed by the OVPRI, establishes the overarching principles of integrity encompassed by all research activities, while the REB specifically ensures ethical compliance in research.

Through Policy 118, the university commits to educating the research community and fostering a culture of integrity. A culture of integrity is meant to nurture virtues, such as concern for others, collaboration and trustworthiness.¹¹

The Values and Principles of Research Integrity

In 2010, an expert panel was formed in Canada to assess and provide guidance on research integrity in the national context. Emerging from that initiative is a set of five core values and 11 fundamental principles, detailed below. The values help to define research integrity and the principles describe how to enact and pursue research with integrity. These values and principles are expanded on throughout this Reference Guide and the university's Research Integrity Training Modules.



Values

Source: Council of Canadian Academies (2010)

Honesty

Being straightforward, and free of fraud and deception

Fairness

Being impartial and using sound judgement - free of prejudice and favouritism

Trust

Being reliable, as a person or institution, through character and action

Accountability

Being responsible and answerable for one's actions

Openness

Being transparent in process and practice, as characterized by visibility or accessibility of information

Principles

Source: Council of Canadian Academies (2010)



Principle 1

Conduct research in an honest search for knowledge. A fair, open and reliable approach to all activities that support, fund, or otherwise encourage research.

Honesty Fairness Trust Openness



Principle 2

Foster an environment of research integrity, accountability and public trust. Individuals and organizations at all levels should take responsibility for creating, implementing, maintaining and complying with policies and practices designed to ensure accountability and the maintenance of public trust.

Trust Accountability



Principle 3

Know your level of competence and your limitations and act accordingly.

Ensure you have the appropriate expertise and experience to participate in a given area of research or research administration.

Honesty Trust Accountability



Principle 4

Avoid conflicts of interest, or if they cannot be avoided, address them in an ethical manner. Personal and institutional conflicts of interest, or the appearance of conflict of interest, should be avoided. When unavoidable, each instance should be identified, disclosed, carefully examined and managed in such a way as to avoid any corruption of the research process.

Trust Accountability Openness



Principle 5

Use research funds responsibly. Individuals and organizations at all levels should ensure the responsible allocation and management of research funds in accordance with sound academic and financial principles.

Honesty

Accountability



Principle 6

Review the work of others with integrity. Individuals and organizations should engage in, organize, peer review and evaluate the work of others in a manner that reflects the highest scholarly, professional and scientific standards of fairness and confidentiality.

Fairness

Trust



Principle 7

Report research in a responsible and timely fashion. Publications, including clear statements of data and methodology, as well as research activities and research results, should not be unduly delayed or intentionally withheld. These considerations should be configured within each discipline's own time frame.

Trust

Openness



Principle 8

Treat data with scholarly rigour. The highest levels of exactitude should be ensured in proposing, performing, recording, analyzing, interpreting, reporting, publishing and archiving research data and findings. The appropriate authorities, as mandated by applicable standards or regulations, should retain a copy of research records.

Honesty

Accountability



Principle 9

Treat everyone involved with research fairly and with respect. All individuals and institutions directly affected or involved in research, including human subjects and animals, should be treated fairly and with respect. Relevant regulations and applicable Tri-Agency and institutional policies should be followed and guided by common principles and values.

Fairness Trust



Principle 10

Acknowledge all contributors and contributions in research. All contributors and contributions to research and research results, including financial contributions, should be acknowledged fairly and accurately whenever research is communicated.

Fairness Accountability Openness



Principle 11

Engage in the responsible training of researchers. Research investigators, particularly new scholars, should have access to education, mentoring, and support to develop and maintain the skills and capacities required for conducting and managing research in accordance with relevant scholarly and ethical standards. An individual's level of responsibility should be commensurate with their competence and experience.

Fairness Trust

Integrity Throughout the Research Cycle

Research integrity values and principles operate throughout the research cycle. The following modules describe particular characteristics of each research stage and identify opportunities to uphold research integrity.

The modules also include case studies and additional resources for your consideration.



Module 1: Study Formulation and Research Design



Research integrity is foundational at every stage of the research process. This begins with study formulation and design.

The beginning stages of research may entail:

- Conceptualizing a research project
- Conducting preliminary background research
- Identifying research methods
- Establishing research partners (if required)
- Securing funding (if required)



When making decisions about the many variables

involved in this stage, including one's research questions, goals and available resources, it is the responsibility of all individuals in the research community to ensure that all research activities are undertaken "with independence and impartiality, free of any undue influence or conflict of interest" (Policy 118, Article 5.3).

- It is critical to lead with honesty and treat all research collaborators with respect.
- At the onset of a research project, it is critical for all members of the research team to evaluate
 their strengths and weaknesses and to identify a clear role in the project. Specific training and
 mentoring may be required to orient new and existing team members to a research project.
- At the inauguration of a project, supervisors and research leads have an important role to play in ensuring guidelines are followed and team members are adequately supported.
- Researchers are responsible for obtaining any required approvals for research involving human participants, human biological materials and animals. Additional guidance may be required concerning research involving Indigenous Peoples. See additional resources below.
- Ensure from the planning stage that there is a clear research data management plan, including
 the secure storage of all data. For more information, see the <u>services and supports for research</u>
 data management available at TMU Libraries.

To lead with integrity at the formulation and design stage of your research endeavour, reflect on the principles below.



Principle 2:Review the work of others with integrity



Principle 3: Know your level of competence and your limitations



Case Study Topic

Plagiarism in a grant application, see file 12 of the Responsible Conduct of Research File Summaries.

- Five Simple Rules to Avoid Plagiarism by Holly Ober, Scott I. Simon and Daniel Elson
- Avoiding Plagiarism, Self-plagiarism, and Other Questionable Writing Practices:
 A Guide to Ethical Writing by the Office of Research Integrity, U.S. Department of Health
 & Human Services
- Educating Yourself About Plagiarism Case Studies on Grey Areas by the European Network for Academic Integrity
- Questionable Research Practices and Research Misbehaviors by The Embassy of Good Science
- Guidelines for Research Involving Indigenous Peoples in Canada
- Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada in TCPS 2 (2022)
- Canadian Institutes of Health Research (CIHR), Indigenous Health Research
- The First Nations Principles of OCAP

Module 2: Research Conduct and Analysis



Research integrity is reflected in the individual's conduct throughout the research project, relating to one's orientation, attitude and behaviours that they apply to the management of a research project.

Integrity during this stage of research will be imperative to the management of students and staff throughout the data collection process, as well as ensuring the confidentiality and privacy of all participants involved.



Data analysis entails the application of a logical technique to describe and evaluate data. This iterative process emphasizes transparency and accuracy to ensure the methods applied to data collection and analysis are replicable. The analytical stages of research may present challenges to researchers as they grapple with the presentation of data or perhaps data that is missing, includes outliers or is altered.

- Research rigour is required to maintain transparency and accuracy throughout the data collection process.
- A strict ethics of care should be considered in interactions with research participants and collaborators. All research participants and collaborators should be treated with the utmost respect.
- Conducting research requires attention to detail and effective communication among research team members to ensure the progress of a project.
- The adoption of set practices to maintain quality assurance will allow researchers to share data and findings in a timely manner.
- Scholarly rigour and honesty must be applied to ensure data is represented honestly. For example, record keeping is a key responsibility of a researcher as outlined in the Tri-Agency Framework on the Responsible Conduct of Research (2021). Record keeping refers to "complete and accurate records of data, methodologies and findings, including graphs and images, in accordance with the applicable funding agreement, institutional policies, laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others."

To lead with integrity at the research conduct and analysis stage of your endeavour, reflect on the principles below.



Principle 6:

Review the work of others with integrity



Principle 8:

Treat data with scholarly rigour



Principle 9:

Treat everyone involved with research fairly and with respect



Case Study Topic

Data fabrication in a PhD dissertation, see file 44 of the Responsible Conduct of Research File Summaries.

- Are These Data Real? Statistical Methods for the Detection of Data Fabrication in Clinical
 Trials by Sanaa Al-Marzouki, Stephen Evans, Tom Marshall and Ian Roberts
- <u>Psychiatrist Engaged in Research Misconduct, Says Gov't Watchdog</u> by Ellie Kincaid and Ivan Oransky
- 3 Ways to Blow the Whistle by The Embassy of Good Science
- Guidelines for Responsible Data Management in Scientific Research by Clinical Tools Inc., funded by the Office of Research Integrity, U.S. Department of Health & Human Services
- Supervisor Responsibilities: Toronto Metropolitan University Graduate Supervision
 Guidelines (2023)
- Student Responsibilities: Research Ethics Board Student Bill of Research Rights and Responsibilities: Undergraduate Students as Researchers

Module 3: Research Dissemination and Publishing



The publication stage of research entails the preparation and presentation of research findings.

This stage of research is guided by the principles of openness and transparency as publishing valid research is a critical step to maintain and uphold the public's trust in the scientific community.

Research integrity is of importance in this phase when considering how to protect your data, how to acknowledge all authors and collaborators, and how to portray your research honestly.



- Store data securely. Protect research data by ensuring that only research team members have access to the data.
- Disseminating research findings may be a collaborative endeavour. To avoid conflict, detail the roles, rights and responsibilities amongst all contributors prior to the initiation of the project.
- Ensure that all authorship or inventorship is duly acknowledged.
- Apply rigour to the referencing and citing of other published work.
- In evaluating the platform and type of engagement that will have the most reach and impact, be
 cautious of predatory journals. <u>TMU Libraries provides more information on predatory journals</u>
 in its guide to selecting journals for publication.
- Consider your role and responsibilities for sharing results with participants and relevant communities.

To lead with integrity during the research dissemination and publication stage of your endeavour, reflect on the principles below.



Principle 7:Report research in a responsible and

timely fashion



Principle 10:

Acknowledge all contributors and contributions in research



Case Study Topic

Invalid experimental results published in a journal article, see file 17 of the Responsible Conduct of Research File Summaries.

- Peer Review by The Embassy of Good Science
- Horizon 2020 Programme: Guidance How to Complete Your Ethics Self-assessment by the European Commission Directorate-General for Research & Innovation
- Research Integrity: What It Means, Why It Is Important and How We Might Protect It by Science Europe
- Authorship and Publication by Queensland University of Technology Library and their Office of Research Ethics & Integrity
- Standards of Authorship by The Embassy of Good Science
- Predatory Publishing by The Embassy of Good Science

Module 4: Financial Reporting and Grant Management



To ensure accountability, individuals and institutions have a responsibility to report on all research activity and to use research funds responsibly.

It is critical that principal investigators ensure compliance with the standards of granting agencies. Due diligence is required when distributing research funds for various resources and equipment, as the funds will need to be reported and individuals will have to demonstrate the use of funds in support of research activities only.



- Make all members of the research team aware of the guidelines established in the grant application.
- Lead with transparency and honesty in reporting research funding.
- All conflicts of interest that may affect a decision about a specific application or request for a grant or award must be disclosed in writing to the relevant funding sponsor by the applicant.
- Disclose and/or address material conflicts of interest to the university, sponsors, colleagues or journal editors when submitting a grant, protocol, manuscript or when asked to undertake a review of research grant applications, manuscripts or to test or distribute products (Policy 118, Breach 6.14).

To lead with integrity when reporting and managing financial details associated with your endeavour, reflect on the principles below.



Principle 1:

Conduct research in an honest search for knowledge



Principle 4:

Avoid conflicts of interest



Principle 5:

Use research funds responsibly



Case Study Topic

Mismanagement of grant funds, see file 59 of the Responsible Conduct of Research File Summaries.

- Administrators and the Responsible Conduct of Research by the Office of Research Integrity,
 U.S. Department of Health & Human Services
- Conflicts of Interest by The Embassy of Good Science
- Predatory Publishing by The Embassy of Good Science
- Monitoring Funding Processes by The Embassy of Good Science

Module 5:
Generative Artificial
Intelligence (GenAI)
and Research Integrity



The rapid development of generative artificial intelligence (GenAI) and its use in higher education has fundamentally transformed the research landscape.

Keeping pace with the advancement of GenAl tools will require constant adaptation of the research ecosystem, including ensuring relevant policy considerations, clarity with regard to research methods as well as pedagogy and training that support a research culture attuned to the interconnections between Al literacy and research integrity.



- Seek out training on Al literacy before integrating it into the creation, enhancement and/or dissemination of all research activity.
- Exercise appropriate supervision of GenAl tools, including stating the parameters of its use for the project and ensuring all students and staff have basic GenAl literacy.
- Evaluate the potential limitations and biases of GenAl tools, understanding that GenAl tools may hinder diverse outlooks and are liable to make mistakes ("Al hallucinations").
- Apply research rigour when integrating GenAl into research activities, being transparent about
 the use of GenAl at various stages of the research process. This includes openly and formally
 acknowledging and citing artificial intelligence as a source.
- Consider the confidentiality and security of all materials and if it could be compromised when using GenAl tools.

To lead with integrity while using GenAl applications for your endeavour, consider the principles below.



Principle 1:

Conduct research in an honest search for knowledge



Principle 2:

Review the work of others with integrity



Principle 10:

Acknowledge all contributors and contributions in research



Case Study Topic

GenAl and plagiarism, see <u>Cases for Research Integrity:</u> <u>Generative Al</u> by R. Mihálka, et al. (2024).

- Principles and Guidelines on <u>Generative Artificial Intelligence in Learning and Teaching</u>,
 TMU's Centre for Excellence in Learning and Teaching
- YSGPS Guidance on the Use of Generative Artificial Intelligence (GAI) in Graduate Studies
- Citation Guide: <u>Academic Integrity and AI</u>, TMU Libraries
- Al Ethics and Governance in Practice Programme: Al Fairness in Practice by David Leslie, et al. of The Alan Turing Institute
- Montréal Declaration for a Responsible Development of Artificial Intelligence by Christophe Abrassart et al.
- Research Integrity in the Era of Artificial Intelligence: Challenges and Responses by Ziyu Chen et al.

Module 6: Graduate Supervision and Research Integrity



It is well documented that when supervisors maintain research integrity, the overall research process and its outputs are enhanced.

When supervisors model ethical behaviour and promote research integrity, trainees and other research personnel are more likely to follow best practices of research integrity and contribute to a positive work environment.



- Communicate often and clearly with each other.
- Ensure there is a common understanding of roles, responsibilities and reasonable and attainable expectations to avoid unrealistic pressures in the research/working environment that could potentially lead to questionable research practices or breaches in research policies.
- Discuss expectations openly and transparently.
- Establish agreements, if applicable, regarding authorship, acknowledgement and contributions prior to beginning the research, writing a paper or submitting it to a journal.
- Ensure there is a safe space in which parties feel comfortable to ask questions.
- Discuss responsible conduct of research (RCR) on a regular basis so that the topic is not seen as taboo.
- Hold periodic meetings as a group on select RCR topics (e.g., authorship, how to acknowledge others' contributions, how to appropriately cite a research paper).
- Review work together to ensure data is accurate and not falsified, fabricated or plagiarized.
- Ensure the research-working environment is functional, constructive and respectful to avoid any potential negative impact on the conduct of the research.
- Establish clear guidance and expectations on record keeping in line with the discipline and the
 policies of the institution.

To lead with integrity when providing appropriate supervision and training, consider the principles below.



Principle 9:

Treat everyone involved with research fairly and with respect



Principle 10:

Acknowledge all contributors and contributions in research



Principle 11:

Engage in the responsible training of researchers



Case Study Topics

The fabrication, falsification or destruction of research records and invalid authorship, see files 89 and 132 of the Responsible Conduct of Research File Summaries.

- Yeates School of Graduate Studies (YSGS) Graduate Supervision Guidelines
- Supervision of Doctoral Dissertations and Their Review Process in Finland with a Special <u>Emphasis on Research Integrity</u> by the Finnish Advisory Board on Research Integrity
- Section 5: Authorship agreement checklist for participants in a research project, <u>Agreeing on</u>
 <u>Authorship: Recommendation for Research Publications</u> by the Finnish National Board on
 Research Integrity
- Guidelines for Research Institutions on Responsible Supervision by Joeri K. Tijdink et al.
- Montréal Declaration for a Responsible Development of Artificial Intelligence by Christophe Abrassart et al.

Module 7: Conflict of Interest and Research Integrity



A conflict of interest may arise when activities or situations place an individual in a real or potential conflict between the duties or responsibilities related to research, personal, institutional or other interests.

These interests include, but are not limited to, business, commercial or financial interests pertaining to the individual, their family members, friends or their former, current or prospective professional associates. All persons engaged in research activities at the university have a duty to manage, including to report, any conflicts of interest or possible conflicts of interest.



- Review institutional policies (see <u>Section 7.0 of Policy 118: Conflict of Interest in Scholarly, Research and Creative Activity (SRC)</u> and <u>TMU's Conflict of Interest Policy</u>) about conflicts of interest, including identifying institutional authorities and the necessary processes to manage conflicts of interest.
- Define roles and responsibilities in research project teams to minimize and manage the potential for conflicts of interest.
- Require individuals involved in the conduct of research to declare their conflicts of interest as
 per the policy guidelines. Alternatively, withdraw from roles and/or functions if there is any real,
 potential or perceived conflict.

To lead with integrity while managing a real or potential conflict related to your endeavour, consider the following principles.



Principle 4:Avoid conflicts of interest



Principle 5:
Use research
funds responsibly



Principle 8:Treat data with scholarly rigour



Case Study Topic

The mismanagement of conflict of interest, see file 79 of the Responsible Conduct of Research File Summaries.

- Chapter 7: Conflicts of Interest in TCPS 2 (2022)
- How to Disclose Relationships, Activities, and Potential Conflicts of Interest by Medical Publishing Insights and Practices
- Integrity and Security in the Global Research Ecosystem by the Organization for Economic and Cooperation Development (OECD)
- Safeguarding Your Research by the Government of Canada

Conclusion

Research integrity is foundational to excellence in research activity. Nationally, research integrity is guided by the Secretariat for the Responsible Conduct of Research, and institutionally, the university is guided by the principles and practices of Policy 118: Scholarly, Research and Creative Activity (SRC) Integrity, Policy 51: Ethical Conduct for Research Involving Human Participants and the Tri-Agency Framework: Responsible Conduct of Research (2021). The Hong Kong Principles, developed at the 6th World Conference on Research Integrity, seek to foster research integrity across the globe by addressing the metrics for success and career assessment practices in research institutions. These principles also advance the proposition that the outcomes in research are as important as the conduct by which they are achieved.

This guide is a companion piece to the Research Integrity Training Modules. These modules were first developed in 2022. They contain four core modules composed of case studies, reflection and quiz questions, and key resources that guide users through core topics across the research cycle — from study formulation and research design to research conduct, dissemination, and financial reporting and grant management. Following the update to Policy 118 in December 2025 and RCR Framework Interpretation updates, three new thematic modules have been developed to address research integrity in GenAl, graduate supervision and conflict of interest. The modules unpack the challenges unique to each stage of the research process where breaches in research integrity are presented, ranging in severity from inadvertent errors to fireable offences. The case studies and associated resources are meant to prompt critical reflection on how to lead research initiatives with integrity as well as how to manage conflict. For further information, guidance and tools, please consult the additional resources at the end of each module as well as the References section below.

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