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<b>Executive Responsibility:</b>	Provost & Vice-President Academic	<b>Next Review:</b> June 1, 2018
<b>Administrative Responsibility:</b>	Provost & Vice-President Academic	<b>Policy:</b> <a href="#">31.10</a>

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The university holds all Researchers responsible for conducting Research and Scholarly Activity in compliance with applicable laws and regulations and for following the requirements of applicable institutional policies and professional standards of their discipline. Researchers shall strictly observe ethical standards as noted in existing VIU policies including [Policy 31.03 VIU Research Ethics Board](#) and [Policy 31.07 Animal Care](#).

The university expects all Researchers to comply with the policies of the funding agencies and abide by the following guiding principles:

1. Promotion of Scholarly Integrity
  - a. Scholarly and scientific rigor and integrity shall be used in obtaining, recording and analyzing data, and in reporting and publishing results.
  - b. The substantive contributions of all collaborators shall be recognized. Unpublished work of other Researchers and Scholars shall be used only with permission and due acknowledgment and archival material shall be used in accordance with the rules of the archival source.
  - c. Authorship of published work shall include all persons who have materially contributed to, and share responsibility for, the contents of a publication, and only those persons.
  - d. In addition to authors, all contributors and contributions to Research and Scholarly Activity including writers, funders and sponsors shall be acknowledged.
  - e. The written permission of the author shall be obtained before using new information, concepts or data originally obtained through access to confidential manuscripts, or applications for funds for Research and Scholarly Activity or training, that may have been seen as a result of processes such as peer review.
  - f. Researchers shall comply fully with approved Research and Scholarly Activity protocols and shall obtain approval by:

- the Research Ethics Board before engaging in any Research and Scholarly Activity involving human participants;
  - the University Animal Care Committee before engaging in any Research and Scholarly Activity involving vertebrate animals and cephalopods; and,
  - the appropriate committee or authority before engaging in any Research and Scholarly Activity involving biohazards or ionizing radiation.
- g. Research shall be conducted within the laws and regulations governing the Research and Scholarly Activity.
- h. Any Conflict of Interest – real, potential, or perceived – shall be appropriately managed as outlined in Sections i and j. A Conflict of Interest may arise when activities or situations place an individual in conflict between the duties or responsibilities related to Research and Scholarly Activity, and personal, institutional or other interests. These interests include, but are not limited to, business, commercial or financial interests pertaining to the individual, or his or her family members, friends, or former, current or prospective professional associates.
- i. Any person responsible for overseeing the Research and Scholarly Activity project who has any material financial interest in a company that contracts with the university to undertake Research and Scholarly Activity – particularly Research and Scholarly Activity involving the company’s business – must advise the Provost and Vice-President Academic as early as possible and in writing. Material financial interest includes ownership, substantial stock holding, directorship, and significant honoraria or consulting fees but does not include minor stock holding in a large, publicly traded company.
- j. A material Conflict of Interest might influence a decision on whether an individual would be asked to review manuscripts or applications, test products, or be permitted to undertake work sponsored from outside sources. Any individual having any material conflict of interest, financial or other, must advise the sponsors of the Research and Scholarly Activity project, this and other relevant institutions, journals, and/or funding agencies.
- k. Complete and accurate records of data, methodologies and findings, including graphs and images, in accordance with the applicable funding agreement, institutional policies, and/or laws, regulations, and professional or disciplinary standards, shall be kept in a manner that will allow verification or replication of the work by others.

2. Funding – Application and Management

- a. Researchers shall ensure complete and accurate information in funding applications and related documents, and represent themselves, their Research and Scholarly Activity and their accomplishments in a manner consistent with the normal practices in the relevant field.

- b. Researchers shall certify that they are not currently ineligible to apply for, and/or hold, funds from NSERC, SSHRC, CIHR or any other Research and Scholarly Activity or research funding organization world-wide for reasons of breach of responsible conduct of Research and Scholarly Activity policies such as ethics, integrity, or financial management policies.
- c. Researchers shall ensure that others listed on any funding applications have agreed to be included.
- d. Researchers are responsible for using grant or award funds in accordance with the policies of the funding body, including the Tri-Agency Financial Administration Guide and agency grants and awards guides for SSHRC, NSERC and CIHR awards, and for providing true, complete and accurate information on documentation for expenditures from grant or award accounts.

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