

TYNDALL CODE OF RESEARCH CONDUCT AND PUBLICATION PROCEDURE

1. Code of Research Conduct

A central mission of Tyndall National Institute is to promote excellence in the practice of research. To this end, the comprehensive UCC Code of Research Conduct¹ (latest version 14th September 2021) applies to all research undertaken in Tyndall National Institute and is the overarching policy under which we operate. The UCC code is aligned with the European Code of Conduct for Research Integrity (updated 2023)² and covers the following areas in relation to best practice in the conduct of research:

- Introduction and Overview
- Principles of Good Research Practice
- Ethical Approval
- Competence
- Responsibility
- Integrity
- Respect for the Rights and Dignity of Participants
- Records & Data Management
- Dissemination
- Procedure in Cases of Suspected Research Misconduct/Disputes.

All Tyndall research-related staff are required to be familiar with the code of conduct, and to be up-to-date on any required training related to research integrity (RI), including that provided by Epigeum.

An overview of the code of conduct is included in the Induction process for all new staff/students at Tyndall, outlining the issues involved in the proper conduct of research, and providing guidance on the standards expected.

All new starters at Tyndall will complete Epigeum RI modules 1 and 2 within 4 weeks of their start date. Early career researchers (ECRs) will complete the 8 RI modules. This will be managed as a training record on QT9.

Regular and appropriate reminders of this requirement will also be communicated to the wider Tyndall community, through email reminders, Town Halls, Centre Meetings and relevant Fora.

2. Publication Procedure

Dissemination of research outputs must align to the relevant code(s) of conduct, including those of the host institution, relevant funding bodies and other agencies.

It is recognised as good practice that publication of research undertaken by ECRs should be underpinned at an institutional level through approval and feedback by a senior researcher.

¹<https://www.ucc.ie/en/media/research/researchatucc/researchsupports/researchintegrity/UCCCodeofResearchConductV2.4-approved14thSeptember2021.pdf>

² <https://allea.org/portfolio-item/european-code-of-conduct-2023/>

Sections 6.11 to 6.15 of the UCC Code of Research Conduct³ outline practice during the acknowledgement of contribution to the research, but this is a general document that covers the whole University. Therefore, we outline the good practice that is relevant for researchers at Tyndall.

- For most Tyndall publications, the senior researcher or group leader for a research project is an author (often the senior author) on the publication. If this is not the case, then approval for publication should be obtained by the ECR from the Principal Investigator who is funding the work.
- If the research is not linked to a specific project, then approval should be obtained from the senior researcher or group leader for whom the ECR is working. In cases where this could raise a conflict of interest, then the ECR can seek approval from the Tyndall Chief Scientific Officer.
- Graduate students *cannot* submit articles for publication without their lead supervisor and other relevant collaborators as co-authors
- The practice of honorary authorship is unacceptable.

A record of this approval should be maintained by the ECR and by the approver. This can be done e.g. through maintaining copies of email correspondence regarding the approval.

Approval for all Tyndall publications should cover both the content of the publication (integrity of results, adequacy of internal peer review, appropriate protection of intellectual property rights, appropriate authorship) and the intended place of publication.

Following is best practice guidance regarding inclusion of authors:

- A potential author must make a substantial intellectual contribution to the work to be recognised as an author
- For an intellectual contribution, at least one of the following elements is required, although best practice should be (a) and (b),
 - (a) Conception or planning of the research, design of the research, execution (beyond routine data acquisition) of the research
 - (b) Analysis and interpretation of the data and results
 - (c) Writing the first draft of the publication, preparing figures and tables, preparing intellectual content of the publication
- **This Excludes:** routine data collection, routine preparation of samples/materials, leading a research grant (without any involvement in the work), discussing superficial aspects of the work
- In addition co-authors understand that they
 - (d) Approve and take responsibility for the content of the publication
 - (e) Are accountable for the accuracy and integrity of the content of the publication

Agree author list (and ordering) as early as possible

Where possible all submitted versions of publications should be uploaded to a repository (e.g. <https://arxiv.org/>, www.chemrxiv.org) to maximise Open Access.

Similarly, all accepted publications must be uploaded to the UCC CORA repository (<https://cora.ucc.ie/>) again to promote Open Access.

³ <https://www.ucc.ie/en/media/research/researchatucc/researchsupports/researchintegrity/UCCCodeofResearchConductV2.4-approved14thSeptember2021.pdf>

UCC, through IREL now has read & publish (transformative agreements) with major publishers that allow papers to be published OA with no payment from the authors; covered by UCC library through IREL⁴. This requires using your UCC/Tyndall email address and note that there is a limited number of articles per publisher per year for UCC/Tyndall.

All rules and conditions of those funding agencies supporting a researcher's work must be followed.

Similarly, all rules and conditions of the publisher to whom the publication is submitted for review must be followed.

The full affiliation Tyndall National Institute, Lee Maltings, University College Cork, T12 R5CP, Cork, Ireland must be given.

All research funders who supported the work must be acknowledged with Grant Numbers.

An annual compliance review will be undertaken by the Tyndall Chief Scientific Officer or assigned Deputy and reported to the Institute Leadership Team and to the Tyndall Board on operation of the publication procedure.

⁴ <https://libguides.ucc.ie/OAagreements/home>